



Introduction to Supervising Human Services Students in Field Studies

*For future and current
supervisors and preceptors*

*Department of Health and Community Studies,
Woodring College of Education*

Welcome, We're Glad You're Here

We are proud of our Human Services Internship/Field Studies Program and we welcome you as a continuing partner and/or new partner! Thank you!

For any questions you may have, contact: HSP.FieldStudies@wwu.edu

Please proceed on through this short powerpoint training.

Let us know how we can best support you in your work in our communities and with our interns.

Human Services Program Field Studies



We Value You

Our University Instructors want to develop authentic relationships with supervisors at field placement sites.

It is important for us to understand your agency goals, services and needs and how our students can learn by serving your agency in meaningful ways.

We value the investment supervisors make in our students' education and in the future of the human services field.

Thank you in advance for consideration of partnering with WWU and our students as a placement site supervisor.

About Our Field Studies Component

The Department of Health and Community Studies uses a **Scholar-Practitioner Model**, to engage students in hands-on learning and ensure application of and critical reflection on what is taught in the Human Services major.

Quality placements allow students to learn and apply theory, knowledge, skill and dispositions to increasingly sophisticated tasks.

Field Studies prepares our graduates to be generalist human services practitioners.

About Our Field Studies Component

We have three program sites:

- Bellingham at Western Washington University's (WWU) main campus
- Everett on the campus of Everett Community College
- Distance –Learning, an on-line site providing Human Services education to students across the nation and beyond

Students enrolled at WWU in all three programs participate in field studies.

How Placement Works

Typically, each student:

Identifies community-based human services populations and agencies that meet their interest in the field.

Schedules and conducts informational interviews, job shadows or volunteer engagement at agencies of interest.

Applies and follows agency protocol for selection as an intern.

Negotiates a field placement at one agency.

Develops a learning contract with the Placement Supervisor.

Completes 2 quarters (120 hours each quarter/360 hours total) of supervised field service in a minimum of two different human services practice settings.

About Being a Supervisor

Supervisors:

- **Identify as human services professionals** and, at minimum, hold a **bachelor's level academic degree** which they apply to the broad field of human services. One year of experience supervising others is preferred.
- Agree to act in the role of mentor or educator-in-the-field; **providing orientation, training, support, modeling and supervision** to the learning student within the context of the placement setting.
- Agree to abide by and help students apply the NOHS Ethical standards within each work setting/organization. The NOHS ethical standards can be reviewed at:
<http://www.nationalhumanservices.org/ethical-standards-for-hs-professionals>

About Being a Supervisor

Supervisors:

- **Set aside a time each week to discuss learning** in addition to delegation of and feedback on duties.
- **Meet once with University faculty** each quarter during the student facilitated field visit.
- **Evaluate the student** at the end of the term.

A full list of roles and responsibilities for students, instructors, supervisors, precepts and organizations are in our Field Study Manual. See link on final slide.

Length of Service at Your Site

Our program's accreditation standards, set by the Council for Standards in Human Services Education (CSHSE), require students to participate in a **MINIMUM** of **TWO** different human services placements.

- Two different agencies OR
- Two different departments within a larger organization.

Generally, a student chooses to serve in your placement site for one or two academic terms (quarters). A fourth quarter is an option for students who need or want elective credits.

At Western Washington University—quarters are 10-weeks* long.

- Fall: Late September to Early December
- Winter: Early January to Mid-March
- Spring: Late March to Mid-June
- *Summer: Late June to Mid-August—6-week and 9-week sessions.

Paid or Unpaid Field Study

While all sites must consider current employment laws and union contracts that cover legal and ethical use of student interns:

- The majority of placements in government and non-profit sectors are unpaid.
- When possible, stipends and cooperation with programs such as workstudy are appreciated.
- For-profit sites often provide payment to interns in accordance to community and industry-sector standards.
- In some approved cases, students may choose their place of employment as a field placement site.

Field Study Sequence

Students participate in four quarters of field experience. To graduate, they must successfully complete 360 supervised field hours and participate in seminar each quarter.

- HSP 440: Internship (5 credits)—120 hours
- HSP 440: Internship (5 credits)—120 hours

HSP 440 may be repeated up to 20 credits. 12 credits are required.

Pre-Internship Course HSP 435

In Practicum I, students gain and review foundational concepts that supervisors and professionals expect students to have upon entry into the field.

Topics Covered include:

Ethics and Ethical Decision-Making, Professional Behavior & Demeanor, Legal and Risk Considerations including Mandated Reporting, Confidentiality, Universal Precautions.

Additionally, students spend 20 hours exploring the local human services community seeking placement.

HSP 440 Internship

In Practicum II, students engage in their first hands-on professional human services experience for 120 hours.

The program provides a prescribed, overarching learning requirement to **understand and demonstrate ethical and professional behavior.**

Students must identify activities with their supervisor, within the context of the placement, that will help them achieve this learning.

Students elect to write one or more additional, individual learning objectives that identify what they hope to know or be able to do upon completion of HSP 440.

HSP 440

Students enter the field at this point with an extensive continuum of field readiness.

- Some have a decade of field experience, but no degree to validate their knowledge and skill.
- Others, now in the third quarter of the program, didn't quite know what Human Services was as a discipline until a few months ago.
- Some have not worked beyond fast food, babysitting or summer employment.

Our Goals for HSP Students

We prepare students to accept increasing levels of responsibility as they progress through field experience.

The goal for each student is that of managing an independent caseload or workload of administrative tasks by the end of their second quarter of internship.

The students design, in collaboration with supervisors, their learning objectives and activities in Internship. There are no new prescribed learning requirements by the program. Ethical and Professional Behavior are expected at all times.

Selecting a Student

Students may seek you out and ask for an informational interview. It is up to each agency to determine how much time can be invested in the selection process. We understand there are limits.

Every agency's application and selection process will be different. Students expect this and may ask you how to proceed. We encourage you to interview students similar to a job interview.

All of our students have had a national background check conducted upon admission to the program and can provide a copy upon request. Some criminal histories do not create a barrier for acceptance into the program. For a list of crimes that deny acceptance see: <https://wce.wwu.edu/hs/prohibited-convictions> Agency's must ultimately rely upon their agency background clearance procedure.

Selecting a Student

It is best to interview each student and get a sense of their assets, skill level and knowledge at that point in time. Each should come with a resume focused on his/her human services skills or experience.

We encourage you to select the best candidate, but be willing to meet lesser experienced individuals where they are at, with a plan to encourage growth beyond that point.

The level of responsibility and independence students are ready for will vary greatly. We tell students to expect that Internship tasks may include involvement in minor to moderate direct and in-direct services tasks and observation of major tasks. We respect your needs, limits and expectations.

Let us Know Your Needs!

There are several opportunities to convey your internship needs to our students and the Human Services program.

- Participate in WWU's Internship and Volunteer Fair each February and May.
- Reach out to the Field Studies Coordinator at HSP.FieldStudies@wwu.edu and they will be happy to meet with you and collaborate with you.
- Provide internship position descriptions to WWU's Career Center, specify interest in Human Services Students.
- Send internship position descriptions directly to us at HS.Bellingham@wwu.edu

For More Information:

Visit the Health and Community Studies websites at:

<http://www.wce.wwu.edu/hsr/>

To read the Field Placement Manual

<https://wce.wwu.edu/hs/field-studies>

To request contact from a field studies instructor in your area:

<https://wce.wwu.edu/hs/>

Additional Contact: hsp.info@wwu.edu;
HSP.FieldStudies@wwu.edu