

**SYLLABUS  
IDEAL PROGRAM  
COURSE SYLLABUS**

Dear Student,

Please read the following course syllabus carefully, especially the course dates, times and location. If you have any questions, please do not hesitate to communicate with the IDEAL office, your academic advisor, or the instructor.

The IDEAL degree-completion program is designed with the adult learner in mind. Adult learners approach learning with specific goals, want to be able to directly apply new learning to their work and personal lives, and tend to learn best when the coursework is problem-centered so that they are actively engaged in the learning process. In addition, adults bring rich and varied experience to the classroom, which becomes a valuable learning resource for other students.

**The IDEAL Program assumes joint responsibility in the learning process.** The activities and assignments in our classes build on the shared experience of all learners in each class. This is why each student's preparation, participation and interaction in class activities and discussions are critical to the success of each course. The accelerated format of each course requires a significant amount of time outside the classroom to prepare for and complete the course assignments. This varies between students and courses; however, students typically spend a minimum of ten-twelve hours per week on course material.

**To participate in the IDEAL Program, it is expected that you will do the following:**

1. Attend every class session. Be on time.
2. Obtain the required course materials prior to the first class session.
3. Complete the first assignment prior to the first class session and all subsequent assignments to the best of your ability.
4. Participate in the class discussions and demonstrate respect and consideration to the instructor and other students when they express themselves in discussion.

If you cannot perform these four expectations, **it is recommended that you drop the course.**

***Missing more than one class sessions will drop the final grade by one letter grade (for example if the student earned a grade of "B" in the course, the final grade would be a "C"). If a student misses two or more classes a grade of F will be entered as their final grade.***

**Cheating and Plagiarism**

It is the student's responsibility to become familiar with and adhere to the standards set forth in the policies on cheating and plagiarism as defined in Chapters 2 and 5 of the Key to UB <http://www.bridgeport.edu/pages/2623.asp> or the appropriate graduate program handbook

**E-mail correspondence**

It is imperative that you check your UB e-mail on a regular basis. All written correspondence, to include IDEAL and the University will be sent to you through his e-mail. **The University can no longer correspond to your personal e-mail account(s).**

### **Ethics Statement of Confidentiality**

An integral component of an IDEAL course is student and faculty expression of personal experiences for the purpose of facilitating coursework. Students enrolled in the program are expected to honor confidentiality as it pertains to student disclosure. Shared information, comments, or opinions expressed by another student or the faculty member during the course of classroom discussion should never be used in a manner which is intended to humiliate, embarrass, harass, damage, or otherwise injure other students in their personal, public, or business lives. In addition, confidentiality must be upheld by not disclosing any information that would identify any particular individual.

### **The IDEAL Program**

#### **The IDEAL Program**

#### **HUMAN SERVICES 312 - INTERNSHIP IDEAL PROGRAM COURSE SYLLABUS**

#### **Prerequisite Courses:**

- HUSV 201 Introduction to Counseling
- HUSV 203 Introduction to Human Services
- HUSV 277 Practicum (6 credits) -- *Concurrent*

#### **Course Description**

The Internship experience is designed to bring students into contact with administrative and program functions of an assigned agency. In most cases, a specified project is negotiated between the student and the agency administrator with the assistance of the Intern Advisor.

#### **The following is a list of suggested Internship sites:**

Health facilities, rehabilitation and corrections, juvenile programs, sheltered workshops, insurance companies, industries, employment agencies, state and private social service agencies, hospitals (veterans, general practice & specialized care), mental health facilities, geriatric facilities, adult day care facilities, counseling and testing facilities, educational settings, and government agencies that serve persons with disabilities and other barriers.

If a student is not already affiliated with an agency, the following Provider Directory may be useful in identifying a Practicum Site.

<http://www.cahs.org/publications/documents/06-08PTHPTProviderDir.pdf>

**PLEASE NOTE: AS SOON AS YOU ENROLL IN THIS CLASS, YOU SHOULD START SEARCHING FOR A PLACEMENT.** Before the first class meeting, it is recommended that the student identifies more than one site and makes contact with those organizations **PRIOR** to the course start date. The student is encouraged to select a site that is going to provide the most opportunities for learning about a field of interest. This course provides a connection to the field of Human Services. One hundred hours must be completed during the dates of this course; therefore it is in the student's best interest to secure a site before the first meeting.

The agency site supervisor should have a degree, preferably a master's degree with supervisory experience, or a history of working with individuals in the following areas:

- Rehabilitation
- Counseling
- Social Work
- Allied Health Care
- Psychology
- Business
- Sociology
- Medicine
- Physical Education
- Special Education

### **Course Requirements**

- 1) Students must select an agency for their Internship as soon as possible, before the first class.
- 2) The Practicum and Internship Advisor must approve each placement.
- 3) Students must complete 100 hours of intern experience within one semester to receive three (3) credits. *Semester Timeframe: 8/26/13 to 12/2/13*
- 4) Students submit journal entries **each week**.
- 5) At the end of the semester, students submit a report on their field experience. (Directions for the report will be discussed in class.)

### **Guidelines for Selecting an Agency**

- 1) The agency must assign a qualified supervisor to provide on-the-job supervision, either in group or individual sessions. The extent of the student's responsibilities will be based on the supervisor's assessment of the student's abilities.
- 2) The “job” at the agency should place the student in a position for learning and practicing the role of client advocacy.
- 3) The supervisor must be able to evaluate the student's performance and provide feedback to the Intern Advisor.
- 4) The agency must be able to work with the student to design appropriate responsibilities and personal goals associated with the internship.
- 5) NOTE: If you are already working within a Human Services agency, it is possible that you may be able to complete up to fifty hours there. Please speak with the Advisor.

**\*Practicum Advisor:** Professor Donna Miller M.S.

**\*Phone:** (203) 520-5796

**\*E-mail:** [donnam@bridgeport.edu](mailto:donnam@bridgeport.edu) (**\*Please write ‘Internship’** in the ‘subject’ line).

### **Class Sessions:**

-The Internship class will meet four times during this semester: Monday nights from 6 to 10 PM. Classes will be on 8/26/13, 9/30/13, 10/28/13 and 11/25/13-Bridgeport Campus: The sessions will take place – At The main campus in the discovery room in the Library.

**\*The first meeting will be on Monday 8/26/13 from 6 am to 10 pm.**

**\*Pre work is due on 8/23/13 Please send me your Internship placement, tell me a bit about the placement, your job description as stated in the contract and have the direct supervisors name and phone number. Or send me a note via email and attach the signed contract.**

## Grading Criteria

- Weekly Journal (35%)
- Mentor's Evaluation (15%)
- Class Participation (10%)
- Report (40%)

## Weekly Journal

Journal Entries need to be typed, 12-point font, double-spaced. The entries should be dated. The weekly journal should contain experiences that relate to your work in the social service agency, or a summary journal of your whole week of service.

Email your weekly journal to me, every week, **and no later** than midnight on **Sunday**.

You will not get credit if it is late.

The instructor will review and evaluate each weekly journal. **Entries that are submitted later than Sunday will not be reviewed and therefore, will receive a zero as a grade.** Include your name and **provide the word count** in the journal. Write a minimum of 500 words.

Journal entries are based on the idea that you write to learn. Writing forces you to be actively engaged with the material you were just learning, to reflect on it and write about the result of that reflection. **Your journal reflects your personal thoughts and beliefs—you should feel free to write exactly what you are thinking without fear of being judged.** One of the biggest hurdles with journal writing is making the leap from simply summarizing what you learned to reflecting and thinking about how that material applies to you. It is not enough to merely regurgitate information without answering the “so what?” question. Why are you writing this down? Why did this information give you an “ah ha!” moment or why did you find it interesting or useful? Your journal is one place to intentionally make connections between what you know or hope to gain and what you just learned. Your journal is a place to raise questions and it is a place for critical analysis and evaluation.

In your journals, I will be looking for evidence of thought, reflection, and individual thinking about the connections between class material and your lives. We will be looking for careful thinking, rather than superficial or summary writing. Develop an idea, rather than listing numerous unconnected thoughts.

Write regularly! We are not expecting you to write after every day, but that would be ideal. Making specific connections will also make writing easier for you. Don't try to cover everything—pick one issue or topic and expand on it. Write entries that are engaging. Use specifics! Be interesting! Think, reflect, and then start writing. See what flows from your mind to your pen (or computer, as the case may be!).

### Some journal writing Don'ts:

- Don't ignore the basic rules of grammar and punctuation.
- Don't wait until the last minute to write your entries.
- Don't confuse journal with diary.
- Don't focus too much on feelings—rather focus on what you are learning and how it applies to the field of human services.
- Don't merely describe or summarize. Take it to the next level.

### Grading Guidelines for Weekly Journal:

#### For an A Grade, your journal will:

- Be engaging, creative, and thoughtful

- Use precise, appropriate, and sophisticated vocabulary; varied patterns and lengths of sentences that easily and clearly convey findings
- Be coherent and organized structure
- Use relevant and intriguing of details to convey personality and experience
- Contain few surface feature errors; only noticeable if looking for them

**For a B Grade, your journal will:**

- Be clear and thoughtful
- Use appropriate, precise vocabulary and varied sentences that clearly convey findings
- Have logical organization
- Use relevant details to convey personality and experience
- Contain few surface feature errors; occasional spelling or punctuation errors

**For a C Grade, your journal will:**

- Be well developed and detailed
- Use generally precise vocabulary and complex sentence structures containing minimal errors that convey findings
- Have obvious organization
- Use some details to convey personality and experience
- Contain generally few surface feature errors; some punctuation, spelling, or pronoun reference errors

**For a D Grade, your journal will:**

- Be direct and usually clear
- Use straightforward vocabulary and effective sentences that are rarely complex or varied that convey findings, but unsatisfactorily
- Have some organization evident
- Use very few details to convey personality and experience
- Contain surface feature errors such as comma splice, spelling, or pronoun reference errors

**For an F Grade, your journal will:**

- Not be clear or thoughtful
- Be unsophisticated and, at times, inappropriate vocabulary use with simple sentences defying conveyance of content
- Not have evidence of some organization
- Not contain details to convey personality and experience
- Contain multiple surface feature errors may at times distract reader

**\*The Professor will read your journals, and respond to you via e-mail with comments periodically throughout the course term. IT IS ADVISED THAT YOU KEEP ALL OF YOUR JOURNALS IN AN ORGANIZED FASION, EITHER SAVED IN FOLDERS IN YOUR COMPUTER for personal use, but always PRINTED OUT AND KEPT IN A BINDER that is brought to class every time.**

**Guidelines for Final Report**

The Internship is an experiential learning opportunity, which has several stages. A student should go through all of them to get the most out of the learning experience. 1. *Plan the experience* - write thoughtful learning objectives for the internship; 2. *Have the experience*: do the internship; 3. *Reflect on what you did*: write progress reports about what you did during the internship; 4. *Evaluate the experience* - so what did it mean for you in terms of meeting your academic/career goals? 5. *Apply what you learned to make new plans for new experiences*.

**NOTE:** Prepare one report copy for your Professor and one for your Internship Supervisor. The report should be typed on standard 8 ½" X 11" papers, 5 pages, stapled or bound with a non-bulky binder. Other students may review these reports as they plan their own internships in the future. PLEASE KEEP THIS FINAL REPORT SAVED IN A COMPUTER FILE, AND PRESENT IT IN YOUR BINDER. ALSO, ASK YOUR ADVISOR IF HE/SHE WOULD LIKE A COPY.

**Unless otherwise instructed by Intern advisor, use the following format for your final report:**

- A. Your report should be typewritten or printed on white paper using a font sized no larger than 12 pt. and Double-spaced. It should be no less than 5 pages.
1. Title Page—four lines centered just above the middle of the page
    - i) First line—“My Practicum or Internship at \_\_\_\_\_.”
    - ii) Second line—The semester and year, for example, “Fall, 2006.”
    - iii) Third Line—Your name.
    - iv) Fourth line—the date you submit your report.
  2. Abstract – One or two paragraphs covering the highlights of the Intern experience.
  3. Body of your report—no less than three pages of double -spaced text.
    - i) Include a description of your sponsor’s organization—its products/services, customers/clients and an overview of the mission.
    - ii) Include a detailed description of your duties and any projects you were assigned.
    - iii) Describe your learning objectives and activities designed to accomplish these objectives. A useful structure for this is to list each learning objective separately and identify the related activities, responsibilities and learning experiences. Be sure to include the methods and procedures for accomplishing the objectives. How did you plan to accomplish objectives? What techniques were employed? What did you do? What were your responsibilities? Where and how did you gain information and experience? Identify what you learned. Did you accomplish your objectives? Why or why not?
  4. Summary and Conclusions – Your summary should include answers to the following questions. How is the administrative function different from the service function? What will you do with what you have learned so far? Can you apply your learning to other work or academic situations? Give examples of situations in which your learning from the internship experience will change or affect what you do or how you do something. Also, include analysis of the additional preparation you need to be able to (work in the field or specific job that you are interested in)(accomplish your academic/career goals)? List 3-5 actions that you will take in the near future to prepare yourself further (e.g., taking specific classes, or arranging another internship or work experience focused on gaining the new skills that you want to acquire).
- B. Before you write your final report:
1. Read through your time sheets/periodic reports and your log or other notes you may have taken
  2. Reflect back on your internship experience from your initial interview to your last work date.
  3. Write notes about how you felt at various times—the beginning, middle and ending of your internship, any difficulties you faced, successes you experienced and what these mean to you now.
  4. Try to organize your notes into an outline that you can use to write your report narrative.

- C. After you write your report:
1. Read it through from your own point of view—does it adequately describe your experience?
  2. Read it through from your Practicum/Intern advisor’s point of view—does it meet the grading criteria?
  3. Read it through from your sponsor’s point of view—Does it protect any confidential or sensitive information revealed to you during your internship?
  4. If the answers to any of the above questions are “no,” then rewrite your report accordingly.
  5. If you are mailing a copy of your final report to your mentor, consider enclosing a “thank you” card.
  6. If you completed any projects assigned by your mentor, consider attaching them to the report.
- D. 1. Prepare a power point presentation based on your final paper to present in the last class.

## **ACADEMIC POLICIES**

### **Attendance Policy**

Classroom attendance is an integral part of the academic experience; therefore, students are expected to attend all class sessions. If an absence is unavoidable, the student, prior to class, should advise the instructor. Arrangements should be made at that time for additional assignments if appropriate. It is also expected that students arrive on time and not leave until the class is dismissed. Tardiness will result in a reduced grade for the course. If you cannot attend every class session you should consider dropping the course.

### **IMPORTANT:**

- **Missing one class session will drop the final grade by one letter grade (for example if the student earned a grade of “B” in the course, the final grade would be a “C”).**
- **Missing two or more class sessions will be cause for a failing grade.**

### **Incomplete grade**

An incomplete may be given, at the discretion of the instructor, to those students who fail to complete assignments due the last day of your course. These would include absence from a final examination or inability to complete terminal assignments (papers, presentations) due to illness, employment conflicts, etc.

Incompletes will not be given to a student who fails to complete any assignment during the term. At the discretion of the instructor, these assignments could be completed no later than the last scheduled day of your class.

### **Drop Procedures**

To drop a course, you must complete and submit a Schedule Change Request Form. The form can be accessed at the following web page:

<http://www.bridgeport.edu/pages/2595.asp>

**Starting Fall 2012**

- Add and/or Drop a course after the start date.....\$30.00 per transaction
- Drop prior to the start of classes.....100% Tuition Refund
- Drop prior to the second class session.....75% Tuition Refund
- Drop prior to the third class session.....50% Tuition Refund
- Drop after the third class session.....0% Tuition Refund

**\*\*Please note students will not be automatically dropped for missing the first class. Missing one class session will drop the final grade by one letter grade. If you have to miss the first class, or the first week of class for online classes, you must contact your instructor in writing before or after the first class/first week. However, a grade reduction will apply.**

Please print and complete the form and fax the form to the IDEAL Office: 203-576-4537. Prior to dropping a course, the student should contact their IDEAL Academic Advisor to understand the implications to financial aid and/or degree plan progress.

Please review the Academic Calendar to see the fees for a drop and the impact on tuition. The Academic Calendar can be found at: <http://www.bridgeport.edu/pages/2595.asp>

**Cell Phones**

Cell phones must be turned off while in the classroom. A cell phone call is disruptive and disrespectful to the other students in the class.

**Academic Dishonesty**

We are committed to intellectual integrity in our academic pursuits; therefore, the IDEAL program prohibits all forms of academic dishonesty. Academic dishonesty is normally defined as, but not limited to, the following two categories:

Cheating – Using inappropriate sources of information in an assignment or on a test. The following are examples of cheating taken from real student experiences:

Case #1: A student is enrolled in an introductory computer-programming course. He has co-workers who program in the same language as his final project. As the end of the term approaches, he wonders how he will find the time to get the project finished, and asks one of his co-workers for help. His co-worker hands him a disk with a complete program similar to the kind required for the course project. The student makes minor modifications to the program, and submits it under his own name.

Case #2: A student enrolled in a religious studies course has never taken a humanities or history course, and is unsure about how to structure a research paper. She is doing research on the World Wide Web, and comes across a paper written by a student from another university. Using her computer mouse, she copies and pastes the document into her word processor. She goes to great lengths to re-word the paper in her own style, but essentially leaves the content and organization the same.

Plagiarism – Intentional as well as unintentional failure to acknowledge sources as well as the use of commercially available so-called “research papers” without full recognition of the source. Presenting as one’s own, the ideas, words, or products of another. The following are examples of plagiarism taken from real student experiences:

Case #3: A student is conducting research for a Civil War research paper. He has reviewed work on the Internet as well as in the library. Finding helpful information, he has summarized his findings without citing his sources. He believes that minor paraphrasing is all that is necessary.

Case #4: A student is writing a paper that requires her to address specific topics and problems in the assigned course textbook. She takes the information directly from the textbook with slight modification, without giving any citation. She thinks that since it is the course textbook, she doesn't have to use quotations or citations.

Academic dishonesty applies to all courses, assignments or exams completed by students and submitted as their own original work, whether in person or by electronic means. The University does not tolerate cheating in any form. It is a serious breach of conduct with serious consequences. Instructors have the right to determine the appropriate penalty for academic dishonesty in their own classes; generally, however, such acts will result in a failing grade for the assignment and/or the course. The penalty for subsequent acts of academic dishonesty may include expulsion.

More information on how to recognize plagiarism can be found at this site:  
[http://www.indiana.edu/~istd/plagiarism\\_test.html](http://www.indiana.edu/~istd/plagiarism_test.html)

## **ACADEMIC RESOURCE CENTER**

The Academic Resource Center is available for IDEAL students seeking help in their studies. The Center is staffed by writing professionals and peer tutors. More information can be found at: <http://myub.bridgeport.edu/academics/academicrescenter/Pages/default.aspx> The Center is located in the Wahlstrom Library, Room 506. Hours of operation are Mondays –Thursday 9am – 6pm and Fridays 9am – 1pm. Make an appointment or walk-in: Telephone: 203-576-4290. **Online Tutoring** is available at: [www.etutoring.org](http://www.etutoring.org). To use this free service you must have a UBNNet account.

### **Obtaining a UBNNet Account**

Every registered student should obtain a UBNNet Account. The account allows you to access your grades, access library services, access online tutoring, access the computers in computer labs, and provides an email account in which the University sends out information. Go to: <http://www.bridgeport.edu/ubnet> - Click on “New UBNNet Account” and follow the instructions.

The @bridgeport.edu email address is the official email the University uses to send information to you. You can have your Bridgeport.edu email forwarded to any other email account you use. Following the activation of your UBNNet account (takes 24 hours), login at: <http://www.bridgeport.edu/email> and click on “forwards” at the top of the page. Follow the directions to forward email messages to your other account.

### **Accessing Your Grades & Schedule Online**

The WebAdvisor online information system allows students to search for available classes, check grades, view semester class schedule and verify your personal profile. Grades are generally posted 2-3 weeks following the end of a course. Information on WebAdvisor is password protected and requires you to use your UBNNet username and password. To access WebAdvisor, go to: <http://www.bridgeport.edu/webadvisor>

1. Login in with your UBNNet username and password.
2. Click on “Student Menu.”

3. Click on “My Grades.”

If you are carrying a financial balance, access to WebAdvisor will be restricted.

### Using the Library

You can access the library through the library’s website: <http://www.bridgeport.edu/library>.

Research tools available:

- Search for books held at the library.
- Search the online databases for your academic field; business, counseling, human services, psychology, etc.
- Send questions to the Reference Librarian for assistance in research topics and searching strategy.

To access the online journals for research purposes, you will need a UBNet account (see above).

### Using Computers

Open access computer labs are available at three campuses:

- Bridgeport – 1<sup>st</sup> floor of the Wahlstrom library. Check library hours of operation at: <http://www.bridgeport.edu/library>.
- Stamford – Room D; Check open hours at: <http://www.bridgeport.edu/stamford>
- Waterbury – Computer Lab; Check open hours at: <http://www.bridgeport.edu/waterbury>

### Course Cancellations/ Weather Policy

Any emergency necessitating the canceling of courses will be announced by the University through the Emergency Notification Telephone Line, (203) 576-4159. Please call this number for information on course cancellations. Also, information will be posted under “Latest News” on the UB home page, ([www.bridgeport.edu](http://www.bridgeport.edu)). Canceled classes will be made up either the week following the end of the course or in consultation between the instructor and the students as to day and time availability. Course cancellations are also announced on television and radio stations.

Please note each campus makes weather cancellations independently. You should always check with the specific campus staff. It is best to call the campus emergency phone.

Bridgeport – 203-576-4159

Waterbury - 203-573-8501

Stamford – 203-358-0700

### IMPORTANT CONTACT INFORMATION

Office	Contact	Telephone	Email
Bridgeport Campus Security		(203) 576-4911	ubsecurity@bridgeport.edu
Bursar	Robinson Hernandez	(203) 576-4692	bursar@bridgeport.edu
Cashier	Lana Mistry	(203) 576-4682	cashier@bridgeport.edu
Financial Aid		(203) 576-4568	sfs@bridgeport.edu
Registrar		(203) 576-4642	registrar@bridgeport.edu
Emergency Notification Phone		(203) 576-4159	
Distance Education Office		(203) 576-4853	ubonline@bridgeport.edu
IDEAL Office		(203) 576-4800	idealinfo@bridgeport.edu

## CAMPUS CONTACT INFORMATION

Campus	Address	Telephone	Email
Bridgeport	126 Park Avenue Bridgeport, CT 06604	(203) 576-4800	idealinfo@bridgeport.edu
Stamford	5 Riverbend Drive Stamford, CT 06750	(203) 358-0700	ubstamford@bridgeport.edu
Waterbury	84 Progress Lane Waterbury, CT 06705	(203) 573-8501	ubwaterbury@bridgeport.edu
Woodbridge	6 Lunar Drive Woodbridge, CT 06525	(203) 576-4800	<a href="mailto:idealinfo@bridgeport.edu">idealinfo@bridgeport.edu</a>
IDEAL Office		(203) 576-4800	idealinfo@bridgeport.edu

<b>Directions to IDEAL Campus locations</b>	<a href="http://www.bridgeport.edu/pages/2260.asp">http://www.bridgeport.edu/pages/2260.asp</a>
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To fill out your financial aid report to the Federal Government, please go online to [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The school code for the University of Bridgeport is **001416**.  
Federal Student Aid Information: 1-800-433-3243.

### Final Report and Presentation Grading Criteria

#### Letter Grading Scale:

% of Points Earned	Letter Grade	% of Points Earned	Letter Grade
100-94	A	76-74	C
93-90	A-	73-70	C-
89-87	B+	69-67	D+
86-84	B	66-64	D
83-80	B-	63-60	D-
79-77	C+	Below 60	F

Date	Topic	Assignments Due
Pre work.	<ul style="list-style-type: none"> <li>Pre work completed</li> </ul> <p><i>EMAIL PLEASE</i></p> <p>-----</p>	Internship placements information and introductions sent <i>in by email</i> to Professor Miller. Contracts emailed as well. <p>-----</p>
Class 1	Introductions Syllabus Review. <ul style="list-style-type: none"> <li>Understanding yourself, and the Human condition.</li> </ul>	First week's logs and journals, contracts brought into class in binders.

	<ul style="list-style-type: none"> <li>• Working with diversity and communication skills.</li> <li>• Engaging the client.</li> </ul>	
Class 2	<ul style="list-style-type: none"> <li>• Using the helping relationship/ and intervention.</li> <li>• The basic listening sequence, basic problem solving, and electric approaches to practice.</li> <li>• Assessing skills and use of techniques.</li> </ul>	Journals printed in a binder. (Weekly entries sent to advisor). Also printed in binders for signatures.
Class 3	<ul style="list-style-type: none"> <li>• Group facilitation conducted.</li> <li>• Core competencies/visions.</li> <li>• Pulling it all together!</li> </ul>	Presentations and Papers. Journals completed in binders. (Weekly entries sent to advisor). Also printed in binders for signatures.
Class 4	<ul style="list-style-type: none"> <li>• Presentations</li> </ul>	Presentations and Papers.

**B.S. in HUMAN SERVICES  
IDEAL PROGRAM  
REGISTRATION FOR PRACTICUM/INTERNSHIP PLACEMENT**

To be completed by the student, signed by the student, Practicum/Internship Advisor, and field mentor and submitted to the Practicum/Internship Advisor.

**Student Information**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Supervisor for the Practicum/Internship Placement**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Agency City, State, Zip: \_\_\_\_\_

**Practicum/Internship Placement/ Job or Project Description (attach extra paper as needed)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Content of Practicum/Internship Placement**

**Describe the goals of the field placement in terms of skills, knowledge and experience to be acquired and the specific activities that will lead to the accomplishment of the goals. (Attach extra paper as needed)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I agree with the description of the Practicum/Internship Placement:**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Practicum/Internship Professor: \_\_\_\_\_ Date: \_\_\_\_\_



<b>PERFORMANCE</b>	<b>RATING</b>	<b>COMMENTS</b>
1. Accomplishments of Assignments a. Has acquired appropriate knowledge. b. Has acquired appropriate skills. c. Quality and accuracy of work. d. Work proceeds in orderly, organized fashion.	<hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/>
2. Reliability and Initiative a. Works effectively with minimal supervision. b. Initiates appropriate actions and follows through to completion. c. Uses time efficiently.	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
3. Communication Skills a. Comprehension of oral and written instructions. b. Communicates information orally with clarity and tact. c. Written communication is complete, concise and accurate.	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
4. Interpersonal Relations a. Accepts direction from Supervisor. b. Accepts constructive criticism of performance. c. Ability to work with others.	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
5. Human Services Knowledge and Commitment a. Overall quality of Practicum/Internship project. b. Understanding of project's relevance to the field of human services. c. Understanding of agency's role in the larger social service community. d. Commitment to the field of human services.	<hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/>

**Overall Final Grade for this Practicum/Internship placement:**

Grade (Pass/Fail): \_\_\_\_\_ Comments: \_\_\_\_\_

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RECOMMENDATIONS

**1. For Student:**

a. Professional Strengths:

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b. Recommendations for Continued Professional Growth:

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**2. For Practicum/Internship Placement Experience:**

a. Do you have recommendations for improving the Practicum/Internships placement program?

Yes                      No

Describe:

b. Are you willing to continue sponsoring future students?

Yes                      No

Comment:

c. Do you have other possible student assignments in your organization?

Yes                      No

Describe:

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**Signatures:**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Practicum/Internship Professor: \_\_\_\_\_ Date: \_\_\_\_\_

**Practicum/Internship  
Weekly Log**

**Student Name:**

**Site Location:**

**Week of:**

Date	Time	Activity Description	# of Direct Hours	# of Indirect Hours

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**Weekly Total Direct:**  
**Weekly Total Indirect:**  
**Overall Total Direct:**  
**Overall Total Indirect:**

**Student's Signature:**

**Site Supervisor's Signature:**

**Practicum/Internship Professor's Signature:**