



Department of  
Human Development  
& Family Sciences

**Handbook for Interns and Site Supervisors  
HDFS 334 Field Placement  
2021-2022**



The Human Service program at the University of Delaware is accredited by  
The Council for Standards in Human Service Education  
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*Strengthening recognition of the unique and valued role of human services professionals*  
(National Organization for Human Services)

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## **1. FIELD-PLACEMENT OVERVIEW**

The field-placement component of the Human Services and Human Relations Administration programs at the University of Delaware is designed to provide students with a hands-on, realistic, experience in a community, government, school or for-profit based agency. This experience gives participants an opportunity to apply and evaluate the knowledge and skills learned in the classroom. Students also develop a richer understanding of the human services delivery system and its relevance to local, state, and national social welfare policy or policies related to the field of human resources. This experience makes them more aware of the skills required to be an effective human services professional, and affords them the opportunity to determine their appropriateness for the profession.

As a requirement for completion of HDFS 334, Experiential Education, students spend 50 hours during the semester in field experience in an approved agency. During this placement the goal is for the student to function as much like entry level staff members as possible, with an understanding that there are limitations based on their skill and knowledge levels. Students are provided with contact information and program descriptions for agencies interested in hosting field placements. It is the responsibility of the student to contact the agencies which match their interests and arrange an interview. Based on the interview, the agency may offer to host the student. Placement sites cover a wide range of service areas. Examples of field-placement sites include: DelDOT, Delaware Center for Justice, Ronald McDonald House, Latin American Community Center, AIDS Delaware, ServiceSource, American Red Cross, Family Court, Newark Senior Center, Head Start Program, Easter Seals, Christiana Care, the Communities in Schools program, and Children and Families First.

## **2. FIELD-PLACEMENT ADMISSION REQUIREMENTS**

To participate in the 50-hour field-placement students must be enrolled in HDFS 334, Experiential Education. This course is open to Human Services majors and Human Relations Administration majors.

## **3. RESPONSIBILITIES**

### **A. Student**

1. Prepare and submit a resume to site supervisor.
2. Provide her/his own transportation to and from the workplace.
3. Follow a work schedule determined in conjunction with their site supervisor.
4. Perform the duties and responsibilities specified by the site supervisor in a professional manner
5. Adhere to norms of professional conduct and dress.
6. Support the agency's philosophy, methods, leadership, and programs.
7. Consult with site supervisor when problems or questions arise.
8. Complete required forms and course requirements in a timely manner.

## **B. Site Supervisor**

1. Ensure that the student has adequate supervision, support, and guidance while at the placement site.
2. Communicate with agency's staff regarding field-placement program, and facilitate student integration into the agency.
3. Provide the student with relevant information and materials about the agency.
4. Provide appropriate opportunities for the student that contributes to her/his growth according to his/her ability and progress.
5. Evaluate student progress; complete, sign and submit mid-term and final evaluation forms to the HDFS 334 instructor. Discuss evaluations with the student.
6. Report any problems and concerns to student (when appropriate) and/or to the HDFS 334 Instructor before any definitive action is taken.
7. Avoid subjecting student to hazards in the workplace.
8. Be available for consultation with the HDFS 334 instructor if necessary.
9. Ensure reimbursement to the student for any placement-related expenses, incurred after the beginning of the placement, beyond her/his transportation to and from the site's home base.

## **C. HDFS 334 Instructor**

1. Determine and approve the student's eligibility for participating in the field-placement.
2. Provide a copy of the Internship Handbook to the site supervisor prior to the beginning of the field-placement placement.
3. Discuss the student's responsibilities with the site supervisor.
4. Prepare the student for the placement (e.g. expected experiences, reports, conduct, and evaluation).
5. Evaluate the student's field-placement performance and determine final grade.
6. Provide on-going support and guidance to the student.
7. Be available for consultation with the site supervisor as needed.

## **4. EVALUATION OF THE FIELD-PLACEMENT**

Field-placement is a major component of HDFS 334 Experiential Education. The student must have performance evaluations by the site supervisor in order to receive a grade for the course.

- a) The site supervisor will provide formal evaluations of the student's performance to the HDFS 334 instructor at least one prior to the end of the field-placement.
- b) If deemed necessary, to ensure successful completion of the field-placement, the site supervisor may arrange with the HDFS 334 instructor and student to formally evaluate the student on a more frequent basis.
- c) Input from the site supervisor's evaluation(s) will be used to determine the student's final grade for HDFS 334, Experiential Education.
- d) Each student has the option to submit an evaluation of the agency in which she/he has worked. This form provides feedback on the quality of the experience and valuable information for future student interns who may be interested in the agency.

## 5. PROCEDURE FOR RESOLUTION OF FIELD-PLACEMENT PROBLEMS

- A. The student and site supervisor should first attempt to resolve the problem, following agency protocol. If this is not successful, each is to inform the other of his/her intention to seek additional help from the HDFS 334 Instructor.
- B. If such difficulties are serious enough to warrant termination of the placement, the site supervisor should contact the HDFS 334 Instructor and provide written rationale for the termination.
- C. The HDFS 334 Instructor will examine the evidence to determine whether to allow student to seek an alternative placement.
- D. The HDFS 334 Instructor may remove a student from a placement if there is evidence that he/she is unable to function within the agency structure. In this event written notification will be provided to the site supervisor.

## 6. ADMINISTRATIVE ITEMS

### A. Liability Information

- 1. All University students are insured against third-party liability claims when participating in a Field Experience program. Students are not classified as professionals or employees and cannot be held responsible for a professional/employee level of performance. Any questions or concerns regarding liability should be forwarded to:  
Risk Management Office  
220 Hullahen Hall, University of Delaware 19716  
302-831-2971  
Fax: 302-831-4120  
<http://www.udel.edu/RM/index.html>
- 2. Students who receive pay are covered under the Worker's Compensation Law. Information regarding the University's Worker Compensation Policy can be found in the University of Delaware Policies and Procedures Manual at:  
<http://www.udel.edu/ExecVP/polprod/>
- 3. Any questions or concerns regarding Worker's Compensation should be forwarded to:  
Labor Relations Office,  
413 Academy Street, Room 256  
302-831-6807  
Fax: 302-831-2796

### B. Field-Placement Hours

- 1. Students are expected to complete their field-placement responsibilities within the normal operating hours of the placement agency.

2. Regular schedules are to be defined and agreed upon by the student and site supervisor.
3. Student activities outside of the normal operating procedures of the placement agency must be approved by the HDFS 334 instructor.

#### C. Holidays

1. Students are entitled to observe their own religious holidays but must notify the site supervisor in advance and make appropriate arrangements for missed time.
2. Students observe University holidays/breaks that occurs during the term (e.g. Election Day, Thanksgiving, the Spring recess, Independence Day) and other instances when UD classes are canceled.
3. The HDFS 334 Instructor outlines school holidays for students and Placement supervisors. Calendars may be sent to site supervisors at the beginning of the field-placement or can be requested.

#### D. Absences/Late Arrivals

1. Students are to be at the field-placement site on a regular schedule and are expected to notify the site supervisor promptly in case of late arrival or absence.
2. The HDFS 334 Instructor should also be informed of unapproved or prolonged absences.
3. Subsequently, an appropriate plan must be negotiated between the student and the site supervisor for making up missed hours.

#### E. Reimbursement for Field-Placement Related Expenses

1. Interns assume responsibility for their own round-trip transportation costs from their local residence to their placement's home base.
2. Agencies are expected to reimburse interns for agency-related transportation costs required by field assignments away from the base office and similar petty cash expenses as may be incurred in the course of carrying out agency services. Students must follow agency procedures for documenting and requesting any reimbursement. If this policy represents a problem, the site supervisor should discuss it with the HDFS 334 Instructor as soon as possible.

## 7. CONTACT INFORMATION

### A. HDFS 334 Instructor

111 Alison Hall West

Phone: 302-831-6500

Fax: 302-831-8776

### B. Department of Human Development and Family Sciences

111 Alison Hall West

Phone: 302-831-6500

Fax: 302-831-8776

Email: [hdfs-dept@udel.edu](mailto:hdfs-dept@udel.edu)

Website: [www.hdfs.udel.edu](http://www.hdfs.udel.edu)

## 8. FORMS AND LINKS

A. Fax Cover Sheet

B. Learning Contract

C. Field-Placement Time Sheet

**FAX COVER SHEET**

TO:

HDFS 334 Instructor  
Department of Human Development and Family Sciences  
University of Delaware

FAX NUMBER: 302-831-8776

FROM:

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Number of pages (including this cover sheet): \_\_\_\_\_

Comments:





**Department of  
Human Development  
& Family Sciences**

**HDFS 334: Experiential Education  
Learning Contract**

Name	Email
Cell phone number	UD ID
Concentration	Class Year

Internship Position Title	
Agency Name	
Supervisor Name	Supervisor Title
Supervisor Email	Phone number
Dates of Assignment	to
	Hours per week
Description of the intern responsibilities:	

**Please complete the Goal Setting part on page 2 before returning this to the HDFS 334 Instructor.**

**Approval Signatures:**

Student \_\_\_\_\_  
Site Supervisor \_\_\_\_\_

Date \_\_\_\_\_  
Date \_\_\_\_\_

In consultation with your site supervisor, describe preliminary goals and objectives to be accomplished by your field experience; **think about these goals in terms of personal achievements as well as professional growth/development achievements and tasks for the agency/organization.**

After identifying goals using the following questions, convert those goals into SMART goals using the chart on page 3.

What can you accomplish by the end of the two weeks?

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By the middle of the semester?

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By the end of the semester?

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What skills do you hope to achieve and how can your site supervisor help you achieve them?

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SMART Goals				
<b>Specific Goal</b> What you want to learn/do/achieve by the end of the term	<b>Measurement</b> How you will know you have achieved the goal	<b>Action Steps</b> Steps you need to take to achieve the goal	<b>Resources Required</b> What you need to accomplish each action step	<b>Timeline</b> When you will get each action step completed

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## HDFS 334: Experiential Education Field-placement Time Sheet

Name \_\_\_\_\_ Semester \_\_\_\_\_

Placement Site \_\_\_\_\_

Placement Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_

Date	Time In	Time Out	Hours	Supervisor's Signature

**Total Hours** \_\_\_\_\_

**Date of submission** \_\_\_\_\_

