

**Rowan College at Burlington County**  
**Liberal Arts Division**  
**Spring 2022**

**Human Services Field Placement HUS 210-170 3 credits**

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Messages are returned within 48 business hours.

Human Services Program: <https://www.rcbc.edu/human-services/associate-applied-science>

Human Services Club Facebook Group: Rowan College at Burlington County Human Services Club

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*RIGHT OF REVISION: Rowan College at Burlington County and the instructor of this course reserve the right to make any necessary and reasonable changes to this document.*

**COVID-19 Policy:** Due to the current pandemic, all placement opportunities must follow the guidelines of the NJ Governor's Office as described here:

<https://nj.gov/state/assets/pdf/volunteer/2020-0325-nj-volunteer-guidance.pdf>

Placements will not be approved in situations that require in person contact where state guidelines are not adhered to. Placements that permit you to work remotely while engaged in meaningful activity are acceptable. You will be provided with a list of placements that are accepting students for remote placements. You may also arrange an opportunity that you identify as long as it allows you to complete your placement without risk of exposure. Students currently employed in a human services organization may arrange to establish learning objectives and complete their placement with their employer.

**Course Description:** This course places students in a social service agency for eight hours per week for fourteen consecutive weeks to perform tasks and engage in learning activities associated with acquiring professional standards, behaviors, and conduct. Students are supervised by a faculty member and field supervisor and are expected to attend a weekly seminar to discuss their experiences and observations. Students learn how to prepare for clinical supervision and complete a professional portfolio.

- Due to the current pandemic, the hourly requirements for field placements and the onsite requirements are waived. Students may complete hours through other meaningful activities.

**Course Learning Outcomes:**

Upon completion of this course, students will be able to:

- Create a professional portfolio
- Appraise self-development competency
- Practice effective communication skills while recognizing the needs and rights of clients

## General Education Outcomes

Written and Oral Communication: Communication

- Students will communicate meaningfully with a chosen audience while demonstrating critical thought.

Society and Human Behavior: Social Science

- Students will demonstrate a general knowledge of political, social and economic concepts and systems and their effects on society.

Global and Cultural Awareness: Diversity

- Students will be able to compare and contrast cultural norms from diverse populations.

## Core Course Content

- Building the Professional Portfolio
- Writing the work ethic statement
- Resume writing and reference page writing
- Documentation of competencies
- Documentation of references

## Online Course

This course is fully online. For successful completion of the course, it is imperative that the student access the course in Blackboard and become fully familiar with the various resources and functions available online. All class handouts, Power Point slides, videos and other materials are available only through Blackboard. Please make certain to log onto Blackboard and explore the online components of the course at the start of the semester.

### Please note:

Students are responsible for successful completion of the field facility requirements including but not limited to Child Abuse Clearance, background checks, drug and health screenings, etc.

**IMPORTANT: Be advised that field placement sites often require criminal history background checks, child abuse clearance, drug and alcohol tests and health screenings. Concerned students must plan ahead to secure a placement site prior to registering for HUS 210 Human Services Field Placement. Failure to do so may result in the inability to secure a placement and a failing grade for the course.**

## Course Requirements:

Professional Portfolio	200 points
Work Ethic Statement	200 points
Program Outcomes Inventory	200 points
Successful Completion of Field Placement	200 points
Progress Reporting Posts	200 points

**Important:** Failure to complete any of the aforementioned requirements will result in a failing grade for this course. In addition to satisfactory completion of the aforementioned course requirements, students will only become eligible for consideration of an A grade for the course when the following requirements have been satisfied:

- Full preparation and participation in each class discussion.
- Finalized and complete portfolio.
- All final documents submitted during the exit interview.

Final Grades for this course are determined by the following scale:

A = 900 – 1000 points

B+ = 880 – 899 points

B = 800 – 879 points

C+ = 780 – 799 points

C = 700 – 779 points

D = 600 – 699 points

F = Below 60% Repeat course

### **Attendance Policy**

Students are responsible for work missed. Field sites must be notified of absence in accordance with their employee policies.

If you decide to withdrawal from the course it is necessary to complete the official withdrawal process.

**Special Note for Students Receiving Financial Aid and/or Veterans Aid:** Attendance will be reviewed by Financial Aid and Veterans Aid programs, and benefits will be contingent upon compliance with the program's regulations.

### **Incident Reporting**

Students are responsible for immediately reporting any incident involving problems with consumers or staff and should not wait until the next scheduled class meeting. Students are required to notify the HUS 210 course instructor immediately via email. Make certain to include in your message the following information:

Your name

Name of Agency

Field Supervisor's name

Field Supervisor's phone number and email

Date and details of the incident

Was the incident reported to the agency?

Was any follow-up completed? Please describe.

## Human Services Portfolio

As a result of this course, students can expect to complete a professional portfolio. The portfolio will provide evidence of one's academic and professional experience and will serve as a useful tool for career development. The portfolio will contain details of competencies gained through the Human Services course work, field and other professional experience. Core Human Services courses have afforded you opportunity to add vital information about your accomplishments to your portfolio. The portfolio may include but not be limited to:

- Resume
- Transcripts
- Work ethic statement
- Letters of recommendation
- Completed academic assignments (group proposal from the Group Dynamics course, philosophy of helping statement from the Introduction to Counseling course, psychosocial assessment from the Social Work Process course and any additional assignments that demonstrate your skills and knowledge).
- Awards
- Certificates of attendance at workshops and seminars
- Samples of work accomplished in the field
- Items that are reflective of your personal identity including hobbies and interests
- Competency page

## Human Services Portfolio Assessment Rubric

Criteria	3	2	1	0
Organization	Notebook is organized into logical sections including a cover page, table of contents, personal background data, academic accomplishments and professional development.	Notebook is organized but is in a format differing from the suggested one.	Notebook is not well organized and important data is difficult to locate or a table of contents page is missing.	Notebook is disorganized.
Completeness	All assignments are present. These would include a resume, references, work ethic statement, philosophy of helping statement,	Notebook is missing one assignment.	Notebook is missing two assignments.	Notebook is missing three or more assignments.

	transcripts, samples of professional work, competency checklist and letters of recommendation.			
Neatness	Notebook is indexed so that information is easily found. All pages are punched with a 3-ring hole punch and in plastic sleeves. No loose pages present.	Notebook is missing index dividers or plastic sleeves but pages are still neatly punched with no loose pages.	Notebook is missing the index dividers and plastic sleeves and loose pages are present.	Notebook is unprofessional in appearance.
Written Expression	Written assignments are free of spelling and grammatical errors.	One spelling or grammatical error is present.	Two spelling or grammatical errors are present.	Three or more spelling or grammatical errors are present.

Your portfolio may be a useful tool to assist you when interviewing for employment Opportunities, college program admission, scholarship application and other noteworthy opportunities. The portfolio is not complete when you graduate. It is recommended that you retain it and update it as you move through your career. The competency statement attached to this syllabus focuses on self-development. Academic and professional growth is a lifelong process. This course should be taken upon completion of or concurrent with other degree requirements.

**Work ethic statement:** Twenty percent of your final grade is based upon writing a work ethic statement to include in your portfolio. This is a narrative description of your strengths and limitations as a worker. It should include the intrinsic rewards you receive from working in the field and the environmental conditions that contribute to your success. It may also include your aspirations for the future. The statement should be one page in length and professionally written. The statement should be free of spelling or grammatical errors. A self-guided workbook is provided to assist you with writing your statement. The workbook provides a step-by-step process for this assignment.

**Work Ethic Statement Assessment Rubric**

<b>Criteria</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
Organization	Statement is organized into logical sections including introductory and concluding Paragraphs. The body of the statement describes the writer’s work ethic.	Statement is organized but is in a format differing from the one suggested.		Statement is disorganized and requires revision.
Completeness	All recommended content areas are present. These include an introduction and conclusion, statements of strengths and limitations, intrinsic rewards of work and environmental contributors to success.	Statement is complete with content different from the recommended content.	Statement is missing content and requires greater discussion and detail.	Statement is requires further development.
Neatness	Statement is formatted to fit well on one page. Margins, font and title have a professional appearance.			Statement has problem(s) in areas of length, font, margins or title and requires revision.
Written Expression	Statement is free of spelling and grammatical errors and contains only original thought.	Statement is free of spelling and grammatical errors and borrowed ideas are given proper acknowledgement.		The statement contains spelling and/or grammatical errors or the statement contains plagiarized work.

**Note: Column 3 reflects the recommended standards, column 2 reflects satisfactory standards that differ from those recommended, column 1 notes areas for improvement, and column 0 indicates a need for complete revision of the statement before it may be used for professional purposes.**

### Progress Reporting Discussion Posts

100% For each day of field placement, the student posted a same day update that included the hours worked, activities, accomplishments and any problems or dilemmas. The student also commented on the updates of others to offer advice or assistance.

85% Student sometimes offered updates of their field placement activity and identified relevant concerns, dilemmas and accomplishments.

75% Student provided updates of their field placement activity when prompted.

65% or below as determined by instructor: Student did not post regular updates.

### Program Outcomes:

The program outcomes form is an opportunity for you to document your experience in the program. You're asked to provide narrative statements focused on your experiences with your Human Services education with emphasis on application to their field placement experience.

### Program Outcomes Assessment

Criteria	3	2	1	0
Completeness	All sections of the form are complete and provide detailed responses.	All sections of the form are complete but responses provide limited detail.	One section of the form is incomplete.	Two or more sections of the form are incomplete.
Punctuality	The student completed and handed in the form by the scheduled exit interview.			The form was three or more days late.
Neatness	The form is typed or clearly written and easy to read.			The form is disorganized and difficult to read.

**This course adheres to the grading standard of Rowan College at Burlington County.**

A Mastery of essential elements and related concepts, plus demonstrated excellence or originality.

B+ Mastery of essential elements and related concepts, showing higher level understanding.

B Mastery of essential elements and related concepts.

C+ Above average knowledge of essential elements and related concepts.

C Acceptable knowledge of essential elements and related concepts.

D Minimal knowledge of related concepts.

F Unsatisfactory progress. This grade may also be assigned in cases of academic misconduct, such as cheating or plagiarism, and/or excessive absences.

**Field Placement Selection**

This course is recommended for students majoring in Human Services and who are close to graduation. HUS 210 should be taken after the majority of program coursework is complete. This timeline allows students ample time to attend events designed for the purpose of learning about community agencies and completing agency interviews. Students are responsible for identifying appropriate sites for field placements. The Human Services Program Coordinator is available to meet with students and review available opportunities. For any student who has not identified an appropriate placement, all effort will be made to help the student to secure a placement at the start of the HUS 210 semester. Meeting with me for assistance prior to the start of the semester will improve your chances of securing a rewarding opportunity. A student who begins the semester without a placement secured is expected to actively work to finalize arrangements. This includes calling all placement leads provided, attending all class meetings and scheduling a weekly individual meeting with the instructor in order receive help with placement identification.

Selection of a sponsoring organization is a critical task. When making your final selection please consider the following:

- Do I support the mission of the organization?
- Will I have opportunity for valuable learning experiences?
- Are there opportunities for employment should the organization prove to be a good match with my interests and abilities?
- Will I be working with a population that I am interested in helping?
- Am I comfortable with the organizational culture?
- Will I receive helpful supervision from my placement supervisor?

Many students continue with future employment upon completion of the field placement. Please make your selection carefully with this in mind.

### **Answers to common questions about field placements:**

- Who decides my final grade for the course?

The course instructor will determine your grade. Evaluation by your field placement supervisor will be considered when determining how well you completed the field placement.

- What if I am having problems with my field placement?

Problems with your field placement should be discussed with your course instructor and field placement supervisor for successful resolution. There will be two evaluations of your work completed by your field placement supervisor. The first one will be completed early in the semester. This will assure that any identified problems will be corrected early on.

- What if I cannot resolve the problems I am having?

Your class instructor and field placement supervisor will work with you to try to resolve the problem. As you have made a commitment to the organization you are expected to fulfill the commitment. Changes in field placement facilities will only be permitted in extremely serious situations.

- If I have to change my field placement facility will the hours I completed at the previous facility still count?

The course instructor will make that determination on an individual basis.

- If I miss time from my field placement due to illness or any other reason do I have to make up my hours?

Yes.

- If the staff have a lunch or dinner break do I get one too.

Yes. Your role at the facility is to assume the same responsibilities as other staff in similar positions. For good health it is recommended that you eat after four hours of work.

- How do I show proof that I completed my field placement?

Attached to this syllabus is a log to utilize for the purpose of documenting your work. The log should be duplicated as many times as necessary to assure you have a record of your work. Should you find success with your work you may consider adding the log a part of your portfolio.

- What does successful completion of my field placement mean?

To successfully complete your field placement you must complete the required hours, hand in your activities log, participate in class discussions of your experiences, return two evaluations completed by your field supervisor and complete your evaluation of the sponsoring organization.

## Field Placement Assessment

Criteria	3	2	1	0
Field Evaluation	Evaluations were completed timely and provided a positive review of performance.	Evaluations were completed timely and provided a satisfactory review of performance.	Evaluations were delayed and provided a satisfactory review of performance.	Evaluations were delayed and provided an unsatisfactory review of performance.

## Academic Dishonesty/Plagiarism

This course is designed for you to succeed if you complete your work timely. Most students can expect to do very well in this course. Extra help is available during office hours. As such, students are expected to display academic integrity. A student's who acts in a manner with intent to deceive the instructor may be deemed guilty of academic dishonesty. This includes persons who assist other students in their effort to deceive. Examples of academic dishonesty include but are not limited to falsification of hours at field placement site, forging of signatures, and plagiarism of written work. Such instances will be handled on a case by case basis and may result in a failing grade for the course and a Code of Conduct violation.

## Course Schedule and Structure

- Weeks 1 – 2     Organization of field placements, review of course requirements and expectations. Begin to collect items to include in your portfolio as well as the materials needed to assemble it.
- Week 3            Progress reporting, resume' writing and signed Field Placement Agreement due
- Week 4            Progress reporting and resume's due
- Week 5            Progress reporting and competency page  
Initial Evaluation is due
- Week 6            Progress reporting and competency page due
- Week 7            Progress reporting and references page
- Week 8            Progress reporting and references page due
- Week 9            Progress reporting and Work Ethic Statement
- Week 10           Progress reporting and Work Ethic Statement rough draft due
- Week 11           Progress reporting and begin to assemble your portfolio
- Week 12           Progress reporting and Work Ethic Statement due

## Weeks 13 – 15 Progress reporting and Documentation Due

Please submit all required course materials. Screen shots and photos of your completed assignments will be accepted. The following forms are due at the time of the exit interview:

- Activity Log
- Final evaluation signed by your site supervisor (electronic signature is acceptable)
- Your evaluation of your placement
- Program Outcomes Form
- Completed portfolios – Photos accepted.

### **College Policies**

In order for students to know their rights and responsibilities, all students are expected to review and adhere to all regulations and policies as listed in the College Catalog and Handbook. These documents can be accessed at <http://www.rcbc.edu/publications>. Important policies and regulations include, but are not limited, to the following:

- Grading Standards
  - Withdraw (W) and Incomplete Grades (I & X)
  - Withdrawal date for this semester
- Student Code of Conduct
- Use of Communication and Information Technology
- College Attendance Policy
  - Students are required to attend all class, clinical, laboratory, and studio sessions for the full duration of each such instructional session. Faculty are required to take attendance, and grade penalties for absence will be imposed when a student exceeds a ten percent absence rate, not to exceed 10% of the final grade. For further information please refer to the current catalog.
- Academic Dishonesty/Plagiarism
  - Specifically, the term “plagiarism” includes, but is not limited to, the use by paraphrase direct quotation, of the published or unpublished work or sections of a work of another person without full and clear acknowledgement, whether intentional or not. This includes any material copied directly or paraphrased from the internet. Plagiarism also constitutes the unacknowledged use of materials prepared by another person or agency engaged in the selling of a term papers or other academic materials, including material taken from or ordered through the Internet. For more information on academic dishonesty/plagiarism see Board Policy #903-C.

### **Office of Student Support and Disability Services**

In accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) and the ADA Amendments Act, the Student Support Services Office’s mission is to ensure all students with disabilities are provided access to educational and extracurricular activities while on college premises through support in the form of reasonable accommodations such as adaptive technology, counseling, note-taking assistance, and American Sign Language interpreters. Students who have disabilities must self-identify, provide documentation of

disability(ies), attend an intake appointment, and sign a Disability Release Form ([rcbc.edu/studentsupport](http://rcbc.edu/studentsupport)) prior to the start of the semester to ensure reasonable accommodations. For more information please contact the Office of Student Support at ext. 1208. For additional information on this policy please refer to the current catalog.

### **Educational Technology Statement**

Rowan College at Burlington County (RCBC) advocates the use of technology to enhance instruction. Students should assume that classroom and online technology will be used throughout their coursework at RCBC, as it will most certainly be used in their future education and careers. The College provides on-campus facilities for the convenience of the RCBC community. Various college departments, including the Office of Information Technology and the Office of Distance Education, provide technology training and assistance to faculty and students.

### **Student Success Services**

RCBC offers a variety of free services for its students including those listed below. Descriptions of these services, as well as many others, can be found in the College Catalog and Handbook and on the RCBC website at <http://www.rcbc.edu/students>.

- **Academic Advising** (<http://www.rcbc.edu/advising>)
- **Career Services** (<http://www.rcbc.edu/careers>)
- **EOF** (<http://www.rcbc.edu/eof>)
- **Financial Aid** (<http://www.rcbc.edu/financialaid>)
- **International Students Office** (<http://www.rcbc.edu/international>)
- **Library** (<http://www.rcbc.edu/library>)
- **Office of Veteran Services** (<http://www.rcbc.edu/vets>)
- **RCBC Foundation** (please view the Foundation web page for scholarship information: <http://rcbc.edu/foundation>)
- **RCBC bookstore** (<http://www.rcbc.edu/bookstore>)
- **Rowan University Partnership** (<http://www.rcbc.edu/rowan>)
- **Student Support Counseling** (<http://www.rcbc.edu/cpit>)
- **Tutoring** (<http://www.rcbc.edu/tutoring>)
- **Test Center** (<http://www.rcbc.edu/testcenter>)
- **Transfer Services** (<http://www.rcbc.edu/transfer>)

**This syllabus is subject to change at the instructor's discretion.**

Thank you for taking the course.

**Log of Field Placement Activities**

**Student Name** \_\_\_\_\_

This page may be duplicated as many times as necessary.

Date: \_\_\_\_\_ Hours completed: \_\_\_\_\_

Description of student activities at the facility:

Date: \_\_\_\_\_ Hours completed: \_\_\_\_\_

Description of student activities at the facility:

Date: \_\_\_\_\_ Hours completed: \_\_\_\_\_

Description of student activities at the facility:

Date: \_\_\_\_\_ Hours completed: \_\_\_\_\_

Description of student activities at the facility:

Date: \_\_\_\_\_ Hours completed: \_\_\_\_\_

Description of student activities at the facility:

Date: \_\_\_\_\_ Hours completed: \_\_\_\_\_

Description of student activities at the facility:

Date: \_\_\_\_\_ Hours completed: \_\_\_\_\_

Description of student activities at the facility:

Date: \_\_\_\_\_ Hours completed: \_\_\_\_\_

Description of student activities at the facility:

Signature of Student: \_\_\_\_\_

Signature of Field Placement Supervisor: \_\_\_\_\_

**Field Placement Initial Evaluation**

To be completed by the student:

Student name: \_\_\_\_\_

Name of facility: \_\_\_\_\_

Current responsibilities:

To be completed by the field supervisor:

Is the student adhering to your organization's guidelines?

Please describe the student's ability to interact with the consumers of your organization's services?

How well does the student interact with colleagues?

Are there any problems with the student's work at this time? (If yes, please describe.)

Are there areas you would like the student to improve? (If yes, please describe.)

Compared to others in similar positions, what strengths does the student display?

Please review this initial evaluation with the student and sign.

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**Field Placement Final Evaluation**

To be completed by the student:

Student name: \_\_\_\_\_

Name of facility: \_\_\_\_\_

Accomplishments and responsibilities during your field placement:

To be completed by the field supervisor:

How well did the student adhere to ethical standards of practice?

Please describe the student's ability to interact with the consumers of your organization's services?

How well does the student interact with colleagues?

In what areas would you recommend improvement?

Compared to others in similar positions, what strengths does the student display?

Do you welcome Human Services students for field placements in the future?

If yes, please provide the name and contact information for the identified agency representative.

Please review this final evaluation with the student and sign.

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

## Field Placement Agreement Page 1 of 2

### Field Placement Agreement

This agreement is made and entered into on \_\_\_\_\_, between Rowan College at Burlington County, hereinafter referred to as the "College", and \_\_\_\_\_

\_\_\_\_\_, hereinafter referred to as the "Affiliate", and  
(insert name of field placement site)

\_\_\_\_\_, hereinafter known as the "Student".  
(insert name of student)

Whereas, the College has been authorized to establish the Associates of Applied Science Degree in Human Services and is desirous of associating with Affiliate for the field placement phase of the program, and whereas, the affiliate wishes to associate with the College and it is agreed to as follows:

1. This agreement will be in effect for fourteen weeks of the College's semester. Either party can end the agreement after discussion between the College, the Affiliate and the Student.
2. The Affiliate agrees to assure the Student has maximum exposure to meaningful learning experiences that follow the guidelines of the NJ Governor's Office.  
<https://nj.gov/state/assets/pdf/volunteer/2020-0325-nj-volunteer-guidance.pdf>
3. Under no circumstances is any instructor or faculty member of the college to be considered an agent or employee of the affiliate.
4. **The College shall perform as follows:**
  - a. Provide instructors who will be responsible for the structuring of the field placement course and teaching students in the field placement.
  - b. Provide 2 hours of classroom instruction to discuss placement objectives and monitor progress.
  - c. Faculty members will wear name pins at all times.
  - d. Evaluate the quality of written assignments and assign a grade for the course.
5. **The affiliate shall perform as follows:**
  - a. Provide the student with educational field experience.
  - b. Designate an immediate field supervisor to assist the student. The field supervisor must have a minimum of an associate's degree in a behavioral social science discipline or closely related discipline.
  - c. Assure the field supervisor, or his or her designee, is available for consultation whenever the student is working.
  - d. Assure the field supervisor complete an evaluation of the student during the semester.



## **Student Evaluation of Sponsoring Organization**

This evaluation is your assessment of your field placement experience. It is required for completion of the course but it is not graded. Your evaluation will be used to help determine the quality of the placement and its desirability for future students. Please be candid with your comments. Your evaluation will not be seen by the sponsoring organization.

Name, address and phone number of the sponsoring organization:

Describe your responsibilities and experiences:

Describe the nature of the supervision you received:

Describe the educational opportunities available:

Does the organization offer paid positions for AAS.HUS graduates?

Would you recommend this placement for others in the future?

Do you have any advice for future students considering a placement with this organization?

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_