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The following general fieldwork guidelines describe the objectives for fieldwork in Anthropology, Criminal Justice Studies, Public Administration, Sociology or Women’s Studies, coordinated through the Career Development Center. The guide provides the details, procedures, responsibilities, and roles for the student, the Career Development Center, the faculty instructor and the site supervisor.

INTRODUCTION
Fieldwork in a pre-approved organization is an integral component of the Social Sciences program. The supervised field placement is intended to give the student the opportunity to apply the knowledge and skills gained in the classroom to practical settings outside the campus.

The primary objectives of fieldwork experience are:

1. To introduce students to work in an applied setting so they become familiar with the organizational environment and culture.
2. To offer students an opportunity to gain relevant work experience for career development purposes.
3. To encourage students to perform research for their host organizations, possibly entailing data collection and analysis.

PROCEDURE
The student is required to have completed prerequisite courses, be in good academic standing and have approval from appropriate faculty to apply for fieldwork. These meetings should occur the semester before the fieldwork will begin.

1) Eligible students must seek permission to enroll in the fieldwork course from the professor responsible for the course. During this meeting, placement sites and the number of credits sought may be discussed. Criminal Justice Studies majors must complete four credit hours of fieldwork to graduate. The student and instructor will determine what type(s) of fieldwork to pursue and with which organization(s).

2) Once such considerations have been made, the student will sign a consent form with the faculty instructor and department chair; the department chair will send a copy of the form to the Career Development Center for the student’s file.

3) The student will make an appointment at the Career Development Center to finalize selection of an agency with which to complete the fieldwork. The Career Development Center will contact the agency to determine availability of placement and will help facilitate the interview and placement.

4) Once placement is secure, the student will complete and submit the fieldwork proposal to the Career Development Center, no later than one week after the first day on site.

5) The faculty instructor assigned to the fieldwork course will ensure the student is meeting his or her time commitment and work with the student on the topic for the final paper. This assignment may not be finalized until the student has submitted the field notes for review by the faculty. The final paper will be due according to the schedule listed below, unless other arrangements were made with the faculty instructor in advance.
**Semester** | **Final paper due date**
--- | ---
Fall | Last week of classes
Spring | Last week of classes
Summer | Thirty days from the start of classes the semester following the experience (usually late September, early October)

**DURATION OF THE FIELDWORK EXPERIENCE**
Fieldwork can be completed during the academic year or summer months; however, students wishing to pursue and/or register a summer fieldwork must first address the issue with his or her faculty instructor. Additionally, summer fieldwork requires special arrangement with the instructor for periodic review.

Time spent in the field will be determined by the academic credit for which the student will register. Travel to and from the site is not counted toward hours completed.

**Course Title/Instructor**
- **CRIM 470***: 1 - 4 credit hours (4 total required for major) 
  Dr. Robert Heineman
- **SOCI 470**: 2 - 4 credit hours 
  Dr. Karen Porter, Dr. Larry Greil
- **ANTH 470**: 2 - 4 credit hours 
  Dr. Bob Myers

<table>
<thead>
<tr>
<th>Credits</th>
<th>Required Hours</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 credits</td>
<td>12 hours/week</td>
<td>168 hours</td>
</tr>
<tr>
<td>3 credits</td>
<td>09 hours/week</td>
<td>126 hours</td>
</tr>
<tr>
<td>2 credits</td>
<td>06 hours/week</td>
<td>84 hours</td>
</tr>
<tr>
<td>1 credit</td>
<td>03 hours/week</td>
<td>42 hours</td>
</tr>
</tbody>
</table>

The student’s work schedule must be worked out with the site supervisor as soon as the fieldwork is acquired and approved. During scheduled hours, the student is expected to be dressed appropriately and arrive each day on time. When the student must miss scheduled work time, arrangements must be made with the site supervisor to make up the missed time.

In addition to scheduled work time, the student may be expected to attend staff meetings and/or inservice training sessions. These activities are encouraged, but remain at the discretion of the site supervisor.

**GRADING**
The grade for the fieldwork experience will be assessed according to complete, timely submission of all required documentation for the student’s activity (e.g., proposal, reports, evaluations, thank you letter), site supervisor evaluations, meetings with the faculty instructor and the final learning report. A well-written report with appropriate content, free of grammatical and spelling errors, is expected.

Reminder: the Writing Center on campus provides free writing assistance to all Alfred University students.
**STUDENT RESPONSIBILITIES**

It is the responsibility of the student to prepare the fieldwork application and receive instructor approval prior to submission to the Career Development Center.

**Students must meet all requirements and be approved prior to participating in this program**

**Conduct**

Students must conduct themselves in a professional manner at all times and be responsible for understanding and conforming to the policies and regulations of the host organization. Students must never exceed boundaries of their roles as students, and not exercise line or staff authority without the express permission of the site supervisor. Students must complete all reports, projects and proposals assigned by the site supervisor.

**Transportation**

The student must be prepared to provide his or her own transportation to and from the host organization. If transportation is a problem, it must be addressed as soon as possible with the faculty instructor.

**Confidentiality**

The student must maintain absolute confidentiality concerning the organization’s operations. A signed confidentiality statement may be required by some sites.

**Written Work**

1. **Fieldwork Proposal** - To be submitted once a position is acquired, with all signatures obtained. The fieldwork proposal must be submitted no later than the first week on site. The student should retain a copy of the fieldwork proposal to review periodically during the experience. Changes should be discussed with the site supervisor and then shared with the faculty instructor and the Career Development Center.

   Students also must determine their Learning Objectives (see Fieldwork Proposal), including skill and knowledge development: Observe and familiarize self with legal administration, including penal code and judicial process; Learn effective conflict mediation in semi-hostile environments, such as domestic disputes.

2. **Field Notes** - Notes must be kept detailing research, projects, knowledge and skills gained. This is submitted to the Career Development Center at the end of each week via email: cdc@alfred.edu; or fax: (607) 871-2791.

3. **Time Sheet** - At the end of each week, a time sheet must be filled out, signed by the site supervisor and submitted to the faculty instructor and Career Development Center via fax: (607) 871-2791.

4. **Final Report** - The student will be expected to utilize secondary and original resources as well as fieldwork experience to write this report. The faculty instructor will assign the specific topic. The report will be submitted to the faculty instructor the last week of classes during fall and spring semesters; summer fieldwork reports submitted 30 days from the start of classes the semester following the experience. Copies also must be submitted to the Career Development Center and the host organization. The faculty instructor will review all written work and assign the final grade.

5. **Thank you note** - Within 10 days of completing the fieldwork experience, the student will send a thank you note to his or her direct site supervisor.
6. **Student Evaluation of Experience** - At the completion of the experience the student will be required to schedule a meeting at the Career Development Center for a debriefing session. The purpose of this session is to review the fieldwork experience, complete an evaluation of the host organization/experience and submit any other materials necessary to fulfill all requirements.

**FACULTY RESPONSIBILITY**

A full-time faculty member will be assigned to the role of faculty instructor to students pursuing fieldwork experience. The faculty instructor will offer assistance in identifying host organizations that are parallel to the student’s academic goals and preparation. In order for the fieldwork to bear academic credit, the instructor must approve of the experience after reviewing its scope and potential for professional growth of the student. Upon completion of the fieldwork experience, the instructor is responsible for evaluating the student’s performance and determining the final grade, based on written work and consultation with the student and site supervisor. (Criminal Justice Studies also is responsible for providing the Career Development Center with the student’s signed Eligibility Form.)

**CAREER DEVELOPMENT CENTER RESPONSIBILITIES**

The Career Development Center is responsible for providing assistance to both the student and site supervisor during the fieldwork process whenever necessary, and serves as a liaison between the student, the site supervisor and the faculty instructor.

- **Site Visit** - The coordinator will make regular contact with the host organization and visit when possible during the experience. The purpose of these visits is to review the progress of the student in the fieldwork setting, and to meet with the site supervisor concerning the evaluation of the program and of the student.

- **Program Administration** - At the conclusion of the fieldwork experience, the Career Development Center is responsible for conducting the debriefing sessions with the student and site supervisor, collecting all necessary written work and evaluations, and submitting materials to the faculty instructor for determination of student’s final grade.

**SITE SUPERVISOR RESPONSIBILITIES**

The site supervisor is the key to ensuring that the experience is a meaningful continuation of the student’s education. Each assignment must include a site supervisor who is full-time at the managerial level, and whose responsibilities are diverse and encompass broad areas of the entire organization.

The site supervisor must be able to allocate an adequate amount of time for occasional consultation with, guidance of and direction to the student as he or she progresses through the various stages of project development and implementation. The site supervisor also must provide meaningful feedback to the student and periodically review the status of the fieldwork experience relative to the student’s performance. Although the process utilized in meeting these needs will be subject to the working relationship that develops between the site supervisor and the student, the following are offered as guidelines:
**Fieldwork Proposal** - The site supervisor and student should review the original fieldwork proposal and discuss any changes (as appropriate) with the faculty instructor and Career Development Center within one week after the assignment begins. The measurable learning objectives should be reviewed regularly and adjusted as appropriate.

**Weekly Meeting** - A weekly meeting should be held between the site supervisor and the student to discuss progress and any problems the student is having.

**Communication** - Should the site supervisor have concerns with the student’s performance, the faculty instructor and Career Development Center should be informed immediately.

**Time Sheet** - The site supervisor will be asked to sign a weekly time sheet, which must be submitted by the student weekly to the faculty instructor and Career Development Center.

**Performance Evaluation** - The site supervisor will be asked to complete a mid-point and final student evaluation form, at which time he/she will assign a letter grade to be considered when the faculty instructor reviews the student file for assignment of a final grade.

**HOLD HARMLESS AGREEMENT**

Periodically, an agency may request a hold harmless agreement from the university before taking on a fieldworker, to clear the agency of responsibility for any physical or medical problems incurred by the student at the site.

Alfred University’s legal counsel reviews all contractual obligations and has established that the university cannot agree to provide a hold harmless agreement; however, the university can issue a certificate of insurance evidencing coverage extended to the student during the fieldwork experience. Such requests should be forwarded by the site supervisor to the Career Development Center, which will request a certificate be issued.

**QUESTIONS/CONCERNS**

Any questions or concerns should be directed to:

Jill Crandall, Internship/Co-op Coordinator  
Robert R. McComsey Career Development Center  
Alfred University, Saxon Drive, Alfred New York 14802  
tel: (607) 871-2164  
fax: (607) 871-2791  
email: crandallj@alfred.edu  
www.alfred.edu/cdc
**SUMMARY/TIMELINE OF STUDENT FIELDWORK RESPONSIBILITIES**

These are the steps for pursuing and completing a Department of Social Sciences fieldwork.

1. Meet with your faculty instructor *the semester prior* to your proposed fieldwork experience to determine eligibility (e.g. class year, GPA requirements). (Criminal Justice Studies majors also must obtain the signed approval of the department chair.) Discuss potential placement sites and the number of credits you will pursue.

2. Schedule an appointment with the Career Development Center within business week of eligibility approval to review and edit your résumé, develop interviewing skills and select a placement site, if you and your instructor have not already done so. *Your résumé must be finalized before the next step.*

3. The Career Development Center will contact the agency to determine availability of placement and will help facilitate the interview and placement. The fieldwork site may not require an interview.

4. Once placement is secure, inform your faculty instructor and the Career Development Center. Structure a weekly or bi-weekly meeting schedule with your faculty instructor.

5. Register your fieldwork course and the number of approved credits with the Student Service Center. *The student is solely responsible for registering fieldwork for credit.*

6. Complete and submit the fieldwork proposal to the Career Development Center, no later than one business week after the first day on site.

7. On site, maintain field notes and any other assignments, as instructed by your faculty instructor. Submit your timesheet weekly to your faculty instructor and the Career Development Center.

8. The Career Development Center will issue mid-point and final evaluation forms to your site supervisor, and, when possible, schedule a site visit to review your progress.

9. Write a thank you note to your site supervisor no more than 10 days after your fieldwork concludes; provide a copy to the Career Development Center for your file.

10. Submit your field notes to your faculty instructor; he or she will then assign a final paper topic, if one has not already been assigned.

11. Schedule an appointment with the Career Development Center for a debriefing session, and to update your résumé with your fieldwork experience.

12. Submit your final paper to your faculty instructor (due the last week of classes for fall and spring semesters; summer fieldwork reports submitted 30 days from the start of classes the semester following the experience). Copies must be sent to the Career Development Center and your host organization.

13. Your faculty instructor will use all student-generated materials, plus faculty meeting notes, performance evaluations and timesheets, to evaluate your grade.
Sample Thank You Letter to the Fieldwork Site Supervisor

123 Fake St.
Hornell, NY 14843

August 28, 2006

Chief Deputy Barry C. Virts
Wayne County Sheriff’s Office
7368 Route 31
Lyons, NY 14489

Dear Deputy Virts:

While I am excited about returning to school for my senior year, I am reluctant to leave my fieldwork experience with the Wayne County Sheriff’s Office. Being able to observe and work with so many local law enforcement agencies was both informative and enlightening, particularly that spent with the Department of Corrections. It has given me a better view of the type of career I would like to pursue.

I know arranging these visits for me placed more work on you; I appreciate your time and patience not only in setting up these contacts, but in answering my questions. I bought two of the books you recommended, and will continue the learning process by using these experiences as a jumping-off point for my career search.

I have enclosed a copy of my updated résumé, which includes my fieldwork experience at the Wayne County Sheriff’s Office. Any suggestions you might have about my résumé or people in this field I could contact for networking purposes would be very welcome.

Thank you for helping to make my fieldwork rewarding and exciting. I will try to keep in touch with you and the rest of the staff.

Sincerely,

Mark Marcuson

Enclosure
**Student**: Please complete, have signed and fax to faculty instructor and the Career Development Center each week. Fax: (607) 871-2791. Travel time to and from site is not counted as time completed on site.

| Student Name: |  |
| Fieldwork Site: |  |
| Site Supervisor: |  |
| Faculty Instructor: |  |

**Start date** | **End date** | **# of credits sought** | **required # of hours/week** | **total weeks on site**
---|---|---|---|---
Week 1 |  |  |  |  |
Week 2 |  |  |  |  |
Week 3 |  |  |  |  |
Week 4 |  |  |  |  |
Week 5 |  |  |  |  |
Week 6 |  |  |  |  |
Week 7 |  |  |  |  |
Week 8 |  |  |  |  |
Week 9 |  |  |  |  |
Week 10 |  |  |  |  |
Week 11 |  |  |  |  |
Week 12 |  |  |  |  |
Week 13 |  |  |  |  |
Week 14 |  |  |  |  |

**Total Hours On-Site Completed**

**Notes/Comments:**
FIELDWORK PROGRAM MIDPOINT EVALUATION

Please evaluate the student fieldworker you are supervising at approximately the midpoint of the internship. As a comparison, please use a combination of your general expectations, experience with other student fieldworkers and experience with professionals at the early stages of career development. When you have completed the evaluation, review it with your student fieldworker in order to help him or her gain a clearer understanding of areas that need further development during the last half of the internship.

Keep a copy of this evaluation for your files and return the signed original to the Alfred University Career Development Center, One Saxon Drive, Alfred, NY 14802; fax: (607) 871-2791; email: cdc@alfred.edu. Thank you for providing this important information.

Supervisor name: ________________________________ Title: ________________________________

Evaluation for: ________________________________ Date: ________________________________

**PART I.**

**Personal Skills**

<table>
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<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
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</thead>
<tbody>
<tr>
<td>1. Professional attitude toward work situation.</td>
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<tr>
<td>2. Adaptability to work environment.</td>
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<tr>
<td>3. The ability to work well with supervisors.</td>
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<tr>
<td>4. The ability to work well with other employees.</td>
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<tr>
<td>5. Degree of initiative, self-confidence, resourcefulness, etc.</td>
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<tr>
<td>6. Thoroughness</td>
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<td>7. Personal Responsibility (i.e. meeting deadlines, etc.)</td>
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<tr>
<td>8. Respects site policies and procedures.</td>
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<tr>
<td>9. Personal Appearance</td>
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<tr>
<td>10. Other (please specify)</td>
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</table>

**Professional Skills**

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<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
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<tbody>
<tr>
<td>1. Knowledge of concepts and principles.</td>
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<tr>
<td>2. Knowledge of operation research, evaluation, and related analytical techniques.</td>
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<td>3. Verbal communication skills.</td>
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<tr>
<td>4. Written communication skills.</td>
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<tr>
<td>5. Contributions at meetings.</td>
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<tr>
<td>6. Other (please specify)</td>
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**Results: Performance and Knowledge**

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<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
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</thead>
<tbody>
<tr>
<td>1. Improved understanding of how an organization functions, and/or what is expected from a professional.</td>
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<tr>
<td>2. Productive use of time.</td>
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<tr>
<td>3. Completion of work assignments.</td>
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<tr>
<td>4. Level of any recommendations or opinions.</td>
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</tbody>
</table>
PART II.
Describe your contact with the student.

What is your perception of the student's general preparation for this placement with your agency (strengths and weakness at beginning of experience)?

Please describe the tasks and activities in which the student is engaged.

Based on your experience with this student, circle the letter grade that you would recommend for this actual fieldwork experience at mid-point.

A+  A   A-   B+   B   B-   C+   C   C-   D+   D   D-

Site Supervisor Signature ___________________________ Date ____________

Student Signature ___________________________ Date ____________

* NOTE TO THE STUDENT: By signing this form, you confirm that the supervisor reviewed with you his or her evaluation of your performance; your signature does not necessarily indicate that you are in agreement with the content of the evaluation.
At the end of the fieldwork experience, please provide a final evaluation of your student’s accomplishments. Prior to completing this evaluation, please take a moment to review the learning objectives set forth by the student at the beginning of the experience (these objectives are outlined in the Fieldwork Proposal). Use this evaluation to assess the student’s fulfillment of these objectives, and the student’s performance in general.

**FIELDWORK PROGRAM FINAL EVALUATION**

<table>
<thead>
<tr>
<th>Evaluation for:</th>
<th>Date:</th>
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<table>
<thead>
<tr>
<th>Fieldwork Site:</th>
<th>Site Supervisor:</th>
</tr>
</thead>
</table>

**PART I**

Please indicate with an “X” the performance level which most represents your evaluation of the student’s fulfillment of each item below. Support these evaluations with examples of student activity when available.

**Skills and Training:** Student’s level of preparation for successful completion of the assignment.

<table>
<thead>
<tr>
<th>Comments:</th>
</tr>
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</table>

- [ ] Excellent
- [ ] Acceptable
- [ ] Marginal

**Communication:** Student’s effectiveness at communicating ideas and concerns to you and others in the department.

<table>
<thead>
<tr>
<th>Comments:</th>
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</thead>
</table>

- [ ] Excellent
- [ ] Acceptable
- [ ] Marginal

**Interaction:** Student’s effectiveness at developing and maintaining personal relationships necessary to complete the assignment.

<table>
<thead>
<tr>
<th>Comments:</th>
</tr>
</thead>
</table>

- [ ] Excellent
- [ ] Acceptable
- [ ] Marginal

**Professional Development:** Student’s professional growth during the experience. Has he or she strived to gain a better understanding of the field?

<table>
<thead>
<tr>
<th>Comments:</th>
</tr>
</thead>
</table>

- [ ] Excellent
- [ ] Acceptable
- [ ] Marginal
Contribution: Value of Student’s contribution and his or her ability to deal with the contingencies in your organization, allowing for obstacles which are outside of the student’s control.

<table>
<thead>
<tr>
<th>□ Excellent</th>
<th>□ Acceptable</th>
<th>□ Marginal</th>
</tr>
</thead>
</table>

Comments:

Overall Performance: Student’s overall experience. How has the student succeeded in completing the co-op position objectives?

<table>
<thead>
<tr>
<th>□ Excellent</th>
<th>□ Acceptable</th>
<th>□ Marginal</th>
</tr>
</thead>
</table>

Comments:

PART II.
When answering the following questions, please consider the student’s people interactions, technical/professional skills, and work habits. Please attach additional sheets if necessary.

Please describe what you have witnessed to be the Student’s strengths during this experience.

Please describe what you believe to be the Student’s opportunities for development in order to become more successful in his/her career.

PART III.
Based on your experience with this student, circle the letter grade you recommend for the overall fieldwork experience.

A+  A  A-  B+  B  B-  C+  C  C-  D+  D  D-

Site Supervisor Signature  ___________________________  Date  ___________________________

Student Signature  ___________________________  Date  ___________________________

* NOTE TO THE STUDENT: By signing this form, you confirm that the supervisor reviewed with you his or her evaluation of your performance; your signature does not necessarily indicate that you are in agreement with the content of the evaluation.
Alfred University’s Career Development Center and Division of Social Sciences encourage active and practical learning outside of the classroom. You will have opportunities to reflect on what you are learning during the fieldwork experience through field notes and the final paper. In addition, you will have the opportunity to be evaluated (midpoint and final evaluation) by a professional in your field, allowing you to gain valuable insight for future growth as a result.

Please check all that apply:  ☐ Summer fieldwork  ☐ Spring fieldwork  ☐ Fall fieldwork  Year:__________________

Please Print

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<thead>
<tr>
<th>Your Name (Last, First)</th>
<th>Student ID #</th>
<th>Academic Major</th>
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<table>
<thead>
<tr>
<th>Complete Mailing Address while on fieldwork</th>
<th>Email Address</th>
<th>Telephone Number</th>
</tr>
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<table>
<thead>
<tr>
<th>Campus Mailing Address</th>
<th>Telephone Number</th>
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<table>
<thead>
<tr>
<th>Fieldwork Site</th>
<th>Company Name</th>
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<table>
<thead>
<tr>
<th>Site Supervisor Name/Title</th>
<th>Mailing Address</th>
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<thead>
<tr>
<th>Telephone/Fax/Email</th>
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<table>
<thead>
<tr>
<th>Fieldwork Dates</th>
<th>Beginning</th>
<th>Ending</th>
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<td>(mm/dd/yyyy)</td>
<td>(mm/dd/yyyy)</td>
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<thead>
<tr>
<th>Hours/Week</th>
<th>Salary</th>
<th>Academic Credit</th>
<th>Yes</th>
<th>No</th>
<th># of Credits</th>
</tr>
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</table>

Fieldwork Duties & Responsibilities (to be filled out with site supervisor)

<table>
<thead>
<tr>
<th>FOR OFFICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entered into Career Office</td>
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<tr>
<td>Copied/Sent to Instructor</td>
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</tbody>
</table>

Learning Objectives (list three goals you plan to accomplish during the fieldwork, including knowledge and skill development)


Final Paper Topic (to be determined at mid-point or the conclusion [summer only], after discussion with faculty)


By signing below, I accept this assignment and will put forth my best effort to achieve a satisfactory work experience. I have read and understand the Fieldwork Guidelines. I am aware that I am required to submit written assignments to the Career Development Center at the end of my experience in order to receive academic credit. Written assignments include:

1. Fieldwork Proposal
2. Weekly time sheets
3. Field Notes (submitted every week)
4. Thank you letter to site supervisor/host organization
5. Final paper
6. Student evaluation of fieldwork experience

By signing below, I authorize the release of information (e.g. GPA, transcript) to prospective site sponsors for the purpose of arranging a fieldwork placement. I authorize the release of information regarding my fieldwork experience (e.g. final paper & evaluations) to employers, Alfred University faculty/staff members, parents or guardian(s), spouse and other recipients.


I accept responsibility for my part in this fieldwork experience as described in the Fieldwork Guidelines. I have reviewed and approve of this experience as described herein.


According to the Social Change Model, leadership is viewed as a process rather than as a position. Participatory leadership, such as an internship, enhances student learning and development. This model is designed to enhance the development of leadership qualities; valuing self-knowledge, personal empowerment, collaboration and citizenship to foster positive social change. Please reflect on the core values (7 C’s) of the Social Change Model listed below prior to starting your internship experience.

<table>
<thead>
<tr>
<th>Individual</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Consciousness of Self</strong>: I am fully aware of the beliefs, values, attitudes, and emotions that motivate me to take action.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>2. <strong>Congruence</strong>: I am seen as a person of integrity. I think, feel, and behave with consistency, genuineness, authenticity, and honesty.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>3. <strong>Commitment</strong>: I am persistent in carrying out my goals.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. <strong>Collaboration</strong>: I am able to easily work with others in a common effort; sharing responsibility, authority and accountability. I am able to trust and be trusted by the people with whom I work.</td>
<td>1</td>
<td>2</td>
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<td>5</td>
</tr>
<tr>
<td>5. <strong>Common Purpose</strong>: I am able to work with and support the shared aims and values. It facilitates the group’s ability to engage in collective analysis of the issues at hand and the task to be undertaken.</td>
<td>1</td>
<td>2</td>
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<td>5</td>
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<tr>
<td>6. <strong>Controversy with Civility</strong>: I recognize that differences in viewpoint are inevitable and valuable and that such differences must be aired openly but with civility, respect and courtesy.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Community</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. <strong>Citizenship</strong>: To be a good citizen is to work for positive change on the behalf of others and the community. I believe I have a civic responsibility to the greater public.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Change is the ultimate goal of the creative process of leadership. It gives meaning and purpose to the 7 C’s.</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. <strong>Change</strong>: I have the ability to adapt to environments and situations that are constantly evolving, while maintaining the core functions of the group.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Additional Comments: