



**Monroe Community College**  
STATE UNIVERSITY OF NEW YORK

Department of Education & Human Services  
HUM 111 Fieldwork Learning Contract & Evaluation

Student Name: \_\_\_\_\_ M#: \_\_\_\_\_

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

Semester / Year: \_\_\_\_\_



Student Name: \_\_\_\_\_ M#: \_\_\_\_\_ Phone: \_\_\_\_\_

Instructor Name: \_\_\_\_\_ Course: \_\_\_\_\_

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

Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Hours Starting: \_\_\_\_\_ Ending: \_\_\_\_\_ Total # Fieldwork Hours Required: \_\_\_\_\_

By the end of this fieldwork, I will be able to:	During this fieldwork, I will:
Describe how the agency’s mission is carried out each day through the services provided to clients.	<ul style="list-style-type: none"> <li>• Read and comprehend the agency’s mission statement.</li> <li>• Explore and observe services provided.</li> <li>• Ask staff and supervisor about their purposes for supporting clients.</li> </ul>
Adhere to agency’s professionalism policies through attendance, dress, and professional conduct.	<ul style="list-style-type: none"> <li>• Research professionalism policies.</li> <li>• Be punctual and call ahead for absences on a minimal basis.</li> <li>• Dress according to site rules</li> <li>• Conduct myself in a professional manner and seek supervision when unsure.</li> </ul>
Analyze my use of the helping skills that are needed when interacting with the clients who are served in this setting.	<ul style="list-style-type: none"> <li>• Practice helping skills when interacting with clients served in this setting.</li> <li>• Observe helping skills used by other staff in this setting.</li> <li>• Seek feedback from supervisor on use of helping skill in this setting.</li> <li>• Include descriptions of interactions with clients in fieldwork journal entries.</li> </ul>
Demonstrate strategies for working with the clients who are served in this setting.	<ul style="list-style-type: none"> <li>• Research strategies for supporting individuals who are served in this setting.</li> <li>• Seek opportunities to increase skill or knowledge by attending trainings, meetings or consultation with other staff.</li> <li>• Seek out support and advice from supervisor.</li> <li>• Include descriptions of interactions with clients in fieldwork journal entries.</li> </ul>

Signatures:

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

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

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_



***Time Commitment Policy***

Human Services students in HUM 111 are required to complete at least six (6) hours per week from the starting date of their fieldwork until the semester ends, for a total of 75 hours. HUM 112 and HUM 211 students are required to complete at least nine (9) hours per week from the starting date of their fieldwork until the semester ends, for a total of 115 hours. It is expected that students will maintain professional standards regarding promptness and proper notification when they must be absent.

Please write in number of hours student was present each day.

**Week 1**

Date	Hours Worked
Week 1 Date 1	Week 1 hours worked 1
Week 1 Date 3	Week 1 hours worked 3
Week 1 Date 5	Week 1 hours worked 5

**Week 2**

Date	Hours Worked
Week 2 Date 1	Week 2 hours worked 1
Week 2 Date 3	Week 2 hours worked 3
Week 2 Date 5	Week 2 hours worked 5

**Week 3**

Date	Hours Worked
Week 3 Date 1	Week 3 hours worked 1
Week 3 Date 3	Week 3 hours worked 3
Week 3 Date 5	Week 3 hours worked 5

**Week 4**

Date	Hours Worked
Week 4 Date 1	Week 4 hours worked 1
Week 4 Date 3	Week 4 hours worked 3
Week 4 Date 5	Week 4 hours worked 5

**Week 5**

Date	Hours Worked
Week 5 Date 1	Week 5 hours worked 1
Week 5 Date 3	Week 5 hours worked 3
Week 5 Date 5	Week 5 hours worked 5

**Week 6**

Date	Hours Worked
Week 6 Date 1	Week 6 hours worked 1
Week 6 Date 3	Week 6 hours worked 3
Week 6 Date 5	Week 6 hours worked 5

**Week 7**

Date	Hours Worked
Week 7 Date 1	Week 7 hours worked 1
Week 7 Date 3	Week 7 hours worked 3
Week 7 Date 5	Week 7 hours worked 5

**Week 8**

Date	Hours Worked
Week 8 Date 1	Week 8 hours worked 1
Week 8 Date 3	Week 8 hours worked 3
Week 8 Date 5	Week 8 hours worked 5

**Week 9**

Date	Hours Worked
Week 9 Date 1	Week 9 hours worked 1
Week 9 Date 3	Week 9 hours worked 3
Week 9 Date 5	Week 9 hours worked 5

**Week 10**

Date	Hours Worked
Week 10 Date 1	Week 10 hours worked 1
Week 10 Date 3	Week 10 hours worked 3
Week 10 Date 5	Week 10 hours worked 5

**Week 11**

Date	Hours Worked
Week 11 Date 1	Week 11 hours worked 1
Week 11 Date 3	Week 11 hours worked 3
Week 11 Date 5	Week 11 hours worked 5

**Week 12**

Date	Hours Worked
Week 12 Date 1	Week 12 hours worked 1
Week 12 Date 3	Week 12 hours worked 3
Week 12 Date 5	Week 12 hours worked 5

**Week 13**

Date	Hours Worked
Week 13 Date 1	Week 13 hours worked 1
Week 13 Date 3	Week 13 hours worked 3
Week 13 Date 5	Week 13 hours worked 5

**Week 14**

Date	Hours Worked
Week 14 Date 1	Week 14 hours worked 1
Week 14 Date 3	Week 14 hours worked 3
Week 14 Date 5	Week 14 hours worked 5

**Week 15**

Date	Hours Worked
Week 15 Date 1	Week 15 hours worked 1
Week 15 Date 3	Week 15 hours worked 3
Week 15 Date 5	Week 15 hours worked 5



Criteria for the evaluation of the following questions:

- 5 - Exceptional, always demonstrates this ability/consistently exceeds expectations.
- 4 - Strong/Good, frequently demonstrates this ability/occasionally exceeds expectations.
- 3 - Average/Adequate, typically demonstrates this ability / meets expectations.
- 2 - Needs Improvement, sometimes demonstrates this ability/sometimes meets expectations.
- 1 - Not Satisfactory, rarely demonstrates this ability/does not meet expectations.

Please select a box in the appropriate column for each question	5	4	3	2	1
The student understood and adhered to the agency’s policies.					
The student was reliable in terms of arriving on time and on the agreed upon days. The student called in advance if absent.					
The student maintained regular attendance to meet fieldwork requirements.					
The student demonstrated responsiveness, respect and sensitivity towards clients/students/consumers.					
The student demonstrated responsiveness, respect and sensitivity towards co-workers.					
The student demonstrated the ability to use the supervisory relationship for learning.					
The student demonstrated the ability to receive constructive feedback and make the necessary changes in response to such feedback.					
The student demonstrated originality, motivation and self-starting abilities.					
The student demonstrated the ability to organize thoughts and used appropriate grammar and spelling.					
The student demonstrated the ability to verbally communicate information in effective ways.					
The student demonstrated responsibility, self-control and good judgment.					
The student demonstrated effective work habits and a positive attitude towards the fieldwork experience.					

Please circle either Yes or N in response to the following three questions.

Yes      No      The student adhered to the agency's confidentiality policy. A "no" response is an automatic failure of the course.

Yes      No      The student accomplished the learning outcomes listed in the Internship Learning Contract.  
If "no", please explain.

Yes      No      The student met the responsibilities listed in the Fieldwork Learning Contract.

The student was most effective in:

The student requires growth in:

Additional recommendations:

### ***Evaluation Signatures***

Total # of Internship Hours: \_\_\_\_\_

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

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