



Monroe Community College
STATE UNIVERSITY OF NEW YORK

Department of Human Services
Fieldwork Learning Contract & Evaluation

Student Name: _____ M#: _____

Agency: _____

Semester / Year: _____



Student Name: _____ M#: _____ Phone#: _____

Instructor Name: _____ Course: HUM _____

Agency Name: _____ Address: _____

Supervisor Name: _____ Phone: _____ Email: _____

Hours Starting On: _____ Hours Ending On: _____ Total # Fieldwork Hours Required: _____

<p>Learning Outcomes By the end of this fieldwork, I will be able to:</p>	<p>Responsibilities During this fieldwork, I will:</p>
Learning Outcomes #1	Responsibilities #1
Learning Outcomes #3	Responsibilities #3
Learning Outcomes #5	Responsibilities #5
Learning Outcomes #7	Responsibilities #7

Signatures:

Student: _____ Date: _____

Supervisor: _____ Date: _____

Instructor: _____ Date: _____



Time Commitment Policy

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.					

The student was most effective in:

The student requires growth in:

Additional recommendations:

Supervisors

Please check either Yes or No 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 Fieldwork Learning Contract.
If "no", please explain.

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

Evaluation Signatures

Total # of Fieldwork Hours: _____ Date: _____

Student: _____ Date: _____

Supervisor: _____ Date: _____

Supervisor Name Printed: _____