

Mendocino College

Human Service Worker HUS 103 and HUS 197a: Field Placement Seminar and Practicum

General Guidelines

Required Hours

- ❑ Field Placement: 128, including 16 hours of supervision (about 8 hours/week)
- ❑ Classroom: 24
- ❑ Total hours: 152

Intern (Student) responsibilities

- ❑ Comply with Practicum agency's policies and procedures
- ❑ Participate in Practicum agency's activities with the highest ethical standards and within the scope of practice appropriate for the position
- ❑ Complete all required forms (Contact Info; Job Description; Internship Schedule; Time Logs; Field Supervisor Evaluation of Intern; and self-evaluation) and submit to the college instructor when due
- ❑ Attend Supervision meetings at Practicum site, as scheduled
- ❑ Attend a meeting with the Practicum supervisor and college instructor, as scheduled
- ❑ Attend college Practicum Seminar class (HUS 103) weekly, and submit journal, résumé and final paper

Practicum Supervisor (Agency) Responsibilities

- ❑ Approve Intern work schedule
- ❑ Arrange assignments that are appropriate for an intern's scope of practice
- ❑ Assure that interns first observe staff in the completion of duties, and then allow interns to complete those same duties under direct observation of staff, and only after successful completion of tasks performed under observation, allow intern to work with indirect supervision, when to do so would be beneficial to the agency and the intern's learning objectives.
- ❑ Provide regularly scheduled supervision meetings with interns, either individually, in a group setting, or a combination thereof, for a minimum of 16 hours over the course of the semester (about 1 hour/week).
- ❑ Review and sign all required forms, as described above, in timely manner
- ❑ Immediately communicate any concerns regarding an intern's attitude or performance to the Practicum Instructor at Mendocino College.

College/Instructor Responsibilities

- ❑ Assist students in establishing a Practicum internship site
- ❑ Meet with students weekly in a classroom setting to provide instruction, support and guidance for their Practicum experiences.
- ❑ Communicate as needed with Practicum supervisor(s) regarding interns' progress
- ❑ Act as a liaison between students and site supervisors to facilitate students' educational goals, resolve conflicts and maintain effective communication between the college and the agencies.
- ❑ Review and evaluate required forms submitted by students.
- ❑ Provide liability insurance, up to one million dollars, and Worker's Compensation Insurance for unpaid interns.