Course Description: Fieldwork/Service Learning is an experiential process in which students take the theories and psychological principles learned in the classroom and apply them to work in a field setting. Students acquire new knowledge and skills while providing a service to the community. The fieldwork/service learning experience is designed to facilitate awareness of the career world and vocational options related to the field of psychology. Under the close supervision of a site supervisor and a faculty supervisor, students engage in the acquisition of and application of new skills in the psychology field.

Course Prerequisites:
Completion of PSYC101, PSYC200, PSYC309, and at least two PSYC electives
Academic Good Standing; Junior/Senior standing
Attendance of a fieldwork orientation meeting

Course Objectives:
The following list reflects the course objectives as they pertain to the Mission Statements of Marist College, the School of Social and Behavioral Sciences, and the Psychology Department.

1. Students will become familiar with vocational/educational opportunities in the field of psychology.
2. Students will develop and apply skills related to professionalism and psychology at their fieldwork sites.
3. Students will abide by the APA Code of Ethics and Professional Behavior while at their fieldwork sites.
4. Students will fulfill the hours registered for at their fieldwork sites.
5. Students will practice self-reflection, and will apply such principles to their work at their fieldwork sites.

Outcome Evaluation:

1. Objectives 1-5 will be assessed by means of the fulfillment of required hours at fieldwork site.
2. Objectives 1,2,3, and 5 will be assessed by means of participation in four class meetings, and by the submission of weekly journals.
3. Objectives 1-5 will be assessed by means of a final paper.
**Attendance:**
Students are expected to attend their fieldwork sites according to the schedule indicated on his/her signed fieldwork contract. If a student needs to alter his/her fieldwork schedule, this needs to be proposed in writing, and needs to be approved of by both the Site Supervisor and Faculty Supervisor. Students MUST attend each of the four following fieldwork meetings, held on campus. Dates and times of the meetings will be announced.

**Course Requirements:**
Students must meet the following requirements. Each of the following course requirements is elaborated upon in further detail below.

- Attendance of 4 Group Supervision Fieldwork Meetings (see dates/times above) conducted by the Faculty Supervisor
- Maintenance of a journal log
- Fieldwork Service Learning is a P/NC course. In order to receive a grade of “P” (Pass), students must fulfill all fieldwork hours registered for and submit a signed contract validating those hours.
- Self-Evaluation Paper
- Participation in weekly supervision meetings with site supervisor
- Completion of and submission of evaluations (Evaluation of Fieldwork Site, Evaluation of Fieldwork Site Supervisor)

**Group Supervision Meetings:**
The Faculty Supervisor will hold at least 4 group supervision meetings at the Marist Poughkeepsie Campus.

Students must not schedule conflicting courses/activities. These meetings are mandatory in order to receive a passing grade. The Faculty Supervisor will schedule the meetings and communicate the dates to students.

**The Journal Log: Documentation of Activities**

- Students must document daily or weekly activities in a personal log or journal as evidence of fulfillment of fieldwork responsibilities listed in the contract.
- The Journal Log should keep a running total of fieldwork hours accrued.
- Students submit journals weekly, via iLearn. Journals are due each Sunday by 5pm.
- Confidentiality of clients/participants identity must be maintained. Thus, names and specific identifying information are not be used.
- A passing fieldwork grade cannot be assigned unless all daily logs have been turned in and reviewed by the faculty supervisor.
**Time Sheets**

- Time sheets document hours completed each day/week towards fulfillment of the fieldwork contract. See Timesheet Form.

- The time sheets must be validated on a daily or weekly basis by the site supervisor via his/her signature in the appropriate spaces on a time sheet.

- The time log must be made available for review upon request by the Faculty Supervisor.

- A passing fieldwork grade will not be issued by the faculty supervisor unless all validated time sheets showing that attainment of the required fieldwork hours, have submitted to the Faculty Supervisor. The completed timesheet, indicating all fulfilled hours, MUST be submitted by the end of finals week.

- Students may BEGIN their fieldwork no earlier than the first day of the semester’s classes.

- The total required fieldwork hours must be FINISHED before the last day of the semester’s exam period.

- Fieldwork hours must be SPREAD OUT evenly across the semester; a student cannot concentrate hours (e.g., work overtime) for a shorter period without approval from the Fieldwork Coordinator. Requests must be submitted in writing.

**The Fieldwork Paper: Students' Self-Evaluation**

The final paper is required. The daily log should serve as a guide for the paper. The final paper is due at the end of finals week.

The length of the paper depends on how many credits were registered for:

- For 3 credits of Fieldwork in one semester, the paper must be a minimum of 3 pages long.

- For 6 credits of Fieldwork in one semester, the paper must be a minimum of 6 pages long.

- For 9 credits of Fieldwork in one semester, the paper must be a minimum of 9 pages long.

- For 12 credits of Fieldwork in one semester, the paper must be a minimum of 12 pages long.

The following topics should be included in the Final Paper (not necessarily in this order).

a. Summary description of the site, activities, and experiences

b. Reaction to activities and experiences.

c. Self-Evaluation of personal and professional growth and development

d. Discussion of level of preparedness provided by Marist Psychology Major and CORE/LS courses.
e. Reflections on diversity and culture - a discussion regarding working with people from different backgrounds than yourself.

f. Discussion of relevance of the fieldwork experience for career development.

- A passing fieldwork grade will not be issued by the faculty supervisor unless a satisfactory Final Paper has been turned in before the end of the fieldwork experience.
- The Faculty Supervisor may assign other papers according to their discretion.

One-to-one Supervision and Evaluation of the Fieldworker

There are several elements to the supervision requirement for fieldworkers:

- Students are required to have regularly scheduled meetings with the Site supervisor – preferably one hour per week.
- The agency supervisor will complete a written Evaluation of the Fieldworker. The supervisor should go over this evaluation with the student in a face to face meeting towards end of the semester.
- The Evaluation of Fieldworker form is due at the end of finals week.
- A passing fieldwork grade will not be issued by the faculty supervisor unless the Evaluation of Fieldworker form has been received with a clear indication from the site supervisor that the student has performed satisfactorily and should receive a passing grade for the fieldwork.
- The Faculty Supervisor is available throughout the semester for additional individual supervision as needed. If students have any doubt as to whether or not they should be talking to the faculty supervisor about concerns and issues not satisfactorily addressed by the site supervisor, then they probably should talk to the faculty supervisor.

Evaluations of the Site and Supervisor Forms

- Students will complete and submit to the Faculty Supervisor the Evaluation of the Fieldwork Site and the Evaluation of Site Supervisor forms. They are due at the end of finals week. See the Forms section of your online fieldwork manual.

Communication between Fieldworker and Faculty Supervisor

- It should be noted that it is extremely difficult for the Faculty Supervisor to contact so many fieldworkers who are out in the field. Thus EMAIL becomes a critical means of simple and effective communication. Students are required to use their MARIST EMAIL account for all fieldwork correspondence.
- Students are required to contact the Faculty Supervisor and ensure that he/she has a means emailing them or reaching them by some other effective means.
Additional/Alternate Assignments

- The Faculty Supervisor may require additional or alternate assignments when deemed necessary.