



To: Intern Supervisor/Agency Personnel
From: CCSU Field Education Coordinator
Re: CCSU Sophomore/Junior Volunteer Experience

The Department of Social Work requires sophomore and junior students to put *a minimum of 70 hours per semester*, five hours per week in an agency setting which provides services to individuals, groups, organizations, or communities. Students remain in their internship for one year (two semesters) and must change agencies at the completion. It is expected that students have different opportunities every semester.

Criteria and Responsibilities of Supervisor

- A BSW or MSW degree strongly encouraged but not required;
- Be located on-site;
- Develop appropriate tasks & responsibilities that involve participation, not merely observation, that afford both educational & experiential value;
- Complete with student the end-of-the-semester evaluation form.

It is the Department of Social Work's expectation that agencies and organizations provide opportunities for students to "do" rather than observe. We expect students to become familiar with agency policy, intake procedures, staff responsibilities and client services. It is imperative for students to have opportunities to learn and interact with the client system served. Coursework will require that students are able to articulate the above.

Evaluations are completed at the end of every semester. It is the responsibility of students to inform their agency supervisors of the assigned due date, and provide them with (1) evaluation forms and (2) department addressed stamped envelopes. Failure to return completed evaluations by the stated date will result in a final course grade of "F".

When developing learning opportunities please consider the following:

Sophomore Learning Objectives:

1. To test career interests in the field;
2. To become familiar with a social welfare agency;
3. Exposure to & interaction with the different clients that social work professionals serve;
4. To begin to develop interpersonal skills;
5. Develop professional attitudes and behavior about work;
6. To begin to discuss student field education experiences connecting with course content.

Junior Learning Objectives:

All of the above and

7. Begin to understand clients' right to self-determination;
8. Demonstrate ability to maintain appropriate social work boundaries;
9. Demonstrate ability to understand and respect confidentiality and any exception related to it;
10. Demonstrate beginning understanding of eligibility, intake and referral processes;
11. To advance discussion of student field education experiences connecting with course content.