

# *Human Development & Family Studies, University of Connecticut*

## FIELDWORK – Spring 2010 HDFS 3080/HDFS 3090

### **WHAT IS HDFS 3080?**

HDFS 3080 provides students with an opportunity to:

1. Work under the supervision of professionals in settings whose purpose and functions are related to the development and welfare of the family and individual.
2. Integrate their classroom learning with this practical experience under the guidance of a faculty supervisor in a fieldwork seminar.

### **HOW MANY CREDITS CAN I EARN IN HDFS 3080?**

A minimum of three credits or 8 hours a week in a placement for a total of 120 hours for the semester, are required for fieldwork. You can also earn 6 credits in fieldwork by either working 16 hours a week in one semester for 240 hours, by continuing your fieldwork placement into a second semester, or by taking another HDFS 3080 for 3 credits a second semester. **Please note that the credits for HDFS 3080 and 3090 Fieldwork will NOT count towards the 12 selected courses required for the major.**

### **WHAT IS THE DIFFERENCE BETWEEN HDFS 3080 AND 3090?**

HDFS 3090 enables students to have additional fieldwork experience after completing HDFS 3080. Students follow the same registration requirements as for HDFS 3080. Students registering for HDFS 3090 can only earn three credits and those credits do not count towards the major.

### **WHAT ARE THE REQUIREMENTS TO DO FIELDWORK?**

Prerequisites are HDFS 2001(201), a GPA of 2.5 in HDFS courses, and 15 credits of 2000 level HDFS courses completed. Students who do not meet these requirements may take the course with the consent of the fieldwork coordinator and of the seminar instructor.

### **HOW DO YOU SELECT A FIELDWORK PLACEMENT?**

There are a number of ways to select a placement site:

1. Check the binder available in the Student Services Center that contains information on a number of agencies.
2. Call the agency representatives on the Listings of Recommended Placements for more information and to set up an interview.
3. Visit the Office of Community Outreach in the Student Union, and find placement opportunities through a computer data base.
4. If you are unsure of a site or the site is not listed, talk with the Faculty Supervisor of the section in which you are interested.

Below you can see that some seminar sections are specific to the placement. Others incorporate a variety of placements **On your application form, please note the section that best fits your schedule and interests.**

### SECTIONS OF HDFS 3080/3090 AND FACULTY SUPERVISORS

3080.01/3090.01	Early Childhood Teacher Prep	Larrabee	M 4:00-5:00
3080.04/3090.04	Supervised Fieldwork	Sullivan	F 12:00-2:00
3080.05/3090.05	Supervised Fieldwork	Bellizzi	T 3:00-5:00
3080.07/3090.07	UConn Connects	Ouimette	TBA

### WHAT ARE THE REQUIREMENTS OF THE FIELDWORK SEMINAR?

You are required to attend a biweekly, two-hour seminar. Seminar requirements vary between sections but generally include a systematic journal, some readings, and a short paper or two. Evaluation will be done by both your Faculty Supervisor and your Placement Supervisor.

### HOW DO I REGISTER FOR HDFS 3080 OR HDFS 3090?

HDFS 3080 and 3090 are **CONSENT COURSES** that require additional paperwork and signatures from individuals on and off campus:

**HDFS 3080/ 3090 Application Form:** Fill out the application form and return to the Student Services Center (FSB 123)

**Fieldwork Contract:** You and your placement supervisor will fill out and sign the fieldwork contract. The placement supervisor should make a copy of the contract for her/his file. No other signatures but yours and the placement supervisors are required.

**WHEN YOU HAVE THE REQUIRED SIGNATURES, BRING YOUR FORMS TO THE STUDENT SERVICES CENTER. The forms will be reviewed, and a permission number will be sent to you via email, to your UConn email account.**

**Student Services Center  
FSB 123  
Phone: 486-4632 Fax: 486-3452  
e-mail: [HDFSadvise@uconn.edu](mailto:HDFSadvise@uconn.edu)**

**HDFS 3080 AND HDFS 3090 SUPERVISED FIELDWORK**

**APPLICATION FORM –Spring 2010  
1998/99 & Later Catalog Years**

**Application for:**      **HDFS 3080:** \_\_\_\_\_ **Credits:** \_\_\_\_\_      **HDFS 3090:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_      **Current Semester:** \_\_\_\_\_

**Local Address:** \_\_\_\_\_      **Local Phone:** \_\_\_\_\_

\_\_\_\_\_      **UConn Email:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_      **UConn ID#:** \_\_\_\_\_

\_\_\_\_\_

**Major:** HDFS \_\_\_\_\_ **Other:** \_\_\_\_\_

**Previous HDFS Fieldwork?**    **No:** \_\_\_\_\_ **Yes:** \_\_\_\_\_ **No. of Credits:** \_\_\_\_\_

**PLACEMENT REQUESTED:** \_\_\_\_\_

\_\_\_\_\_

**Placement Supervisor:** \_\_\_\_\_      **Title:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**SECTION REQUESTED:** \_\_\_\_\_

**Prerequisites:** HDFS 2001(201) \_\_\_\_\_ **MAJOR GPA (2.5):** \_\_\_\_\_

**15 HDFS CREDITS:** \_\_\_\_\_

**RETURN THIS FORM TO THE STUDENT SERVICES CENTER (FSB 123)**



University of Connecticut  
*Human Development and Family Studies*

*College of Liberal Arts and  
Sciences*

TO: HDFS Fieldwork Placement Supervisors

FROM: Kate Brown, MA  
Fieldwork Coordinator

RE: HDFS Fieldwork Internships

The Human Development and Family Studies Program in the College of Liberal Arts and Sciences at the University of Connecticut offers students an opportunity to do an internship for 8 or 16 hours a week at approved placements for 3 or 6 credits. Our students are typically upper-level undergraduates specializing in one of five concentrations: Early Childhood Development and Education, Childhood and Adolescence; Family and Society - Policy and Planning; Family Relationships - Services and Counseling; and Adulthood and Aging.

We appreciate your willingness to consider accepting the student who brings you this letter as an intern. Before you begin your discussions, please review the attached simple contract, which is self-explanatory. So that this experience may be mutually beneficial, enjoyable and educationally sound, please keep the following in mind as you weigh the mutual duties and responsibilities involving this internship. Fieldwork students should experience:

- Weekly contact with a placement that acquaints them with the work place and introduces them to some of the complex issues faced by professionals in human services.
- Tasks that allow for growth and development in skills and lead to greater confidence in the intern.
- Meaningful contact with clients and/or professional agencies.
- Supervision from the Placement Supervisor resulting in two evaluations during the internship and any additional communication with the Faculty Supervisor, as the case may require.

You may also want to know that our students participate in a biweekly seminar conducted by a Faculty Supervisor. (In the summer, the seminars are held in May and June.) Their work includes readings, journal writings, discussions and other assignments. We encourage you to contact the Faculty Supervisor any time you have questions or concerns about our student.

On behalf of our faculty, let me thank you for your cooperation and your creativity with our students. I look forward to working with you in the future. If you decide to accept an intern, please fill out the contract; keep a copy of it and this letter for your files, and have the student return the original to me. Should you have any questions, please call my office at 860-486-4632. Thank you.

All Equal Opportunity Employer

348 Mansfield Road Unit 2058  
Storrs, Connecticut 06269-2058

Telephone: (860) 486-4632  
Facsimile: (860) 486-3452  
web: [www.familystudies.uconn.edu](http://www.familystudies.uconn.edu)

**University of Connecticut**  
**Human Development and Family Studies**

**HDFS 3080/3090 FIELDWORK CONTRACT**

**This contract represents an agreement between the HDFS student and the Placement Supervisor. The Placement Supervisor should keep a copy of this agreement and the student should return the original form to the Fieldwork Coordinator. This signed copy serves as an acknowledgement that the HDFS placement is now formally established. This does not mean, however, that the contract cannot be revised at a later date when the internship is actually in effect. Those changes should go to the Faculty Supervisor. Thank you.**

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Local Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **UConn ID#:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

\_\_\_\_\_

**PLACEMENT:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**Student's Schedule at Agency:** \_\_\_\_\_

**Student's Assignment and Duties:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**No. of Credits :** \_\_\_\_\_ **(3 or 6)** **Section:** \_\_\_\_\_

**Return this form to: STUDENT SERVICES CENTER, FSB 123**