

HHS 4950 Field Experience for Certificate in Applied Gerontology

Course Description:

This integral component consists of 3 units of field work. The field experience provides an opportunity to synthesize and apply one's discipline preparation with information and knowledge acquired in the core. Student will learn how to integrate knowledge/information/theory about aging into professional practice; practical issues/problems that arise in the field; and the relationship and interrelationship of various disciplines in serving the elderly.

Pre-requisite:

Must be enrolled in the Certificate Program in Applied Gerontology. Must have completed 2 or more core courses. Must have the approval of the Director.

Course Requirements:

Completion of 90 hours of preceptor field experience and a 3 full page written reflection report on the internship experience. This will be due around finals week. You will be notified of the due date via your Cal State LA email.

Grade:

CR/NC based on successful completion of field experience with internship packet and 3 complete pages written reflection report on the internship experience.

Instructor: Dr. Valentine M. Villa

Office: Applied Gerontology Institute
California State University, Los Angeles
5151 State University Drive, SH C-90
Los Angeles, CA 90032-8903

E-Mail: vvilla@calstatela.edu

**AGENCY AGREEMENT ON THE STUDENT LEARNING CONTRACT
HHS 4950: FIELD EXPERIENCE**

Agency Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

The learning contract presented by _____ is acceptable and in accordance with the objectives of this agency. I understand that the contract is void after completion of the current academic term the student is registered for.

Supervisor's Signature

Date

Student's Signature

Date

MEMORANDUM OF AGREEMENT BETWEEN

**California State University, Los Angeles
Applied Gerontology Institute
and**

(Name of Field Work Setting)

for

**HHS 4950: FIELD WORK
IN HEALTH AND HUMAN SERVICES
FOR THE CREDIT CERTIFICATE IN APPLIED GERONTOLOGY**

The Applied Gerontology Institute values the willingness of your agency to serve as one of the approved settings for the field work experience of students completing the Credit Certificate Program in Applied Gerontology at California State University, Los Angeles.

The purpose of this memorandum of agreement is to delineate the specific and reciprocal responsibilities of all parties involved in the field work education of students. The completion of this agreement represents intent and consent by the parties involved, to engage in cooperative efforts in the provision of quality educational and practice instruction for students in HHS 4950: Field Work in Health and Human Services for the Certificate Program in Applied Gerontology.

RESPONSIBILITIES

**A. THE APPLIED GERONTOLOGY INSTITUTE THROUGH THE
DIRECTOR (OR OTHER FORMALLY DESIGNATED PERSON) WILL:**

1. Provide students with advisement to ensure that they are technically eligible to begin field work; this generally means that the student has already completed at least two core courses required for the certificate in applied gerontology.
2. Provide with an orientation to the structure, content and process for the field experience. Along with this, field work agencies will be provided with written information regarding the certificate in applied gerontology program.
3. Provide students with preliminary information regarding agencies available as sites for the field experiences and names of agency personnel.
4. Participate cooperatively with the specific field work agency to develop and design a learning contract consistent with the expectations of all parties involved (i.e. The Institute, the agency, the student).
5. Provide ongoing liaison to the field work agency setting to ensure the successful learning of students; this will be done in writing and by telephone.

6. Conduct on-site visits to the agency to meet with the agency-based field work supervisor, other agency staff as appropriate, and field work student(s) placed at the agency.
7. Provide the agency with a procedural manual to be used as a guide for the field work experience of the student(s) in applied gerontology.
8. Provide the work setting with written forms to be used as a guide for the formal evaluation of students in the field; this evaluation form will be completed during the final week of the semester during which the field experience is being conducted.
9. Be available to the agency field work supervisor to assist in the resolution of problems related to the student's performance in field.
10. Assign a formal grade of Credit or No Credit at the end of the academic semester during which the student was enrolled to do his/her field work.

B. THE FIELD WORK AGENCY, THROUGH THE DESIGNATED FIELD WORK SUPERVISOR AND OTHER STAFF, AS APPROPRIATE, WILL:

1. Provide the Institute and field work student(s) with a descriptive overview of the agency's and policies, procedures, structure, goals and objectives.
2. Collaborate with the Director of the Applied Gerontology Institute throughout the process of selecting field work students to ensure the best possible placement for the student and agency and make the final decision regarding the selection of specific students for placement at the agency.
3. Provide written guidelines regarding the structure, content, and process for the field work training of students; these guidelines may be similar to or complement content included in the Procedural Manual for Field Experience in gerontology provided to the agency by the Applied Gerontology Institute.
4. Develop and implement an orientation program for new field work students and related staff who will play a role in the field work education of students at the agency.
5. Provide each field work student with at least one hour per week of regularly scheduled one-on-one supervision and supplemental group supervision if available.
6. In collaboration with the field work student, develop a learning contract compatible with the goals and objectives of both the agency and the student. (A copy of the outline to be used for the learning contract is available in the Procedural Manual HHS 4950: Field Work in Health and Human Services.
7. Assist the student with operationalizing the learning contract to achieve designated learning goals and objectives.
8. Provide the student with ongoing feedback, both verbal and written about

the quality and quantity of his/her field work performance.

9. Ensure that the student has adequate office space, equipment, supplies and clerical support to effectively pursue and complete learning goals and objectives included in the learning contract.
10. Collaboratively, document with the student the total number of hours of field work completed each week and total hours for the semester (90 minimum hours /semester).
11. Advise the Director of the Applied Gerontology Institute of any changes in agency staffing, policies and procedures which may significantly impact upon student's learning in field work.

C. THE FIELD WORK STUDENT WILL:

1. Participate in a variety of field work learning experiences related to designated learning goals and objectives inherent in the learning contract.
2. Participate in the orientation program provided by the field work agency.
3. Provide the field work supervisor with a schedule of classes for the semester to facilitate the planning of field work hours (90 minimum hours/semester) and learning experiences.
4. Demonstrate professional attitudes and behaviors consistent with the expectations of the field work agency and the Institute.
5. Be available and prepared for weekly one-to-one supervision and also group supervision if available.
6. Actively participate in the development of an initial and ongoing learning contract with his/her field work supervisor.
7. Develop a working knowledge and understanding of agency policies, procedures, goals and objectives.
8. Carry out duties and tasks that are assigned by the Field Work Supervisor in efforts to operationalize the field work learning contract throughout the total period of directed field work instruction.
9. Participate in the process of evaluating his/her performance in field work based on the goals and objectives inherent in the learning contract.
11. Notify the Director of the Applied Gerontology Institute of any problems in field work that are interfering with his/her quality of learning.

This memorandum of agreement will become effective on: _____ and remain in effect until: _____

SIGNED BY:

1. _____ **Date:** _____
Director of Applied Gerontology Institute

2. _____ **Date:** _____
Agency Field Work Supervisor

3. _____ **Date:** _____
Field Work Student

* The original will be kept on file at Applied Gerontology Institute at California State University, Los Angeles.

**Applied Gerontology Institute
College of Health and Human Services
California State University, Los Angeles**

**FIELD EXPERIENCE SUPERVISOR'S EVALUATION FORM
HHS 4950: Field Experience in Health and Human Services
For the Credit Certificate Program in Applied Gerontology**

Student: _____

Academic Semester Year: _____

Fall _____ **Winter** _____ **Spring** _____ **Summer** _____

Field Experience Supervisor: _____

Agency: _____

Address: _____

A. Narrative summary of tasks performed by student:

B. Assessment of Student Learning

5 = Excellent 4 = Above Average 2 = Below Average
1 = Poor 0 = Not Applicable (Please Circle One)

- | | |
|--|--------------------|
| 1. Knowledge of and commitment to the ethics and values of professional practice. | 0_1_2_3_4_5 |
| 2. Ability to identify and assess own feelings, values and appropriateness of response to clients'/patients' emotions and behavior. | 0_1_2_3_4_5 |

5 = Excellent
1 = Poor

4 = Above Average **2 = Below Average**
0 = Not Applicable **(Please Circle One)**

- | | |
|--|--------------------|
| 3. Understanding of the cultural values and attitudes of individuals, groups, and community served by the field experience setting. | 0_1_2_3_4_5 |
| 4. Knowledge of the field experience setting's philosophy, structure, and organization. | 0_1_2_3_4_5 |
| 5. Understanding and capacity to identify other community resources and make appropriate referrals. | 0_1_2_3_4_5 |
| 6. Work habits: punctuality, dependability, follow through on assignments and client/patient contacts, preparation of written documentation, etc. | 0_1_2_3_4_5 |
| 7. Understanding of needs/problems of older adults | 0_1_2_3_4_5 |
| 8. Capacity for developing helping relationships with older adults. | 0_1_2_3_4_5 |
| 9. Capacity for developing constructive relationships and professional colleagues | 0_1_2_3_4_5 |
| 10. Capacity to communicate verbally with older adults, colleagues, and field experience supervisor. | 0_1_2_3_4_5 |
| 11. Skill in performance of written tasks. | 0_1_2_3_4_5 |
| 12. Demonstrates integration of classroom concepts and knowledge with his/her practice skills. | 0_1_2_3_4_5 |
| 13. How would you rate this student for an entry-level position with your agency/organization. | 0_1_2_3_4_5 |

C. Please elaborate on area of low and high performance. Please identify your comments by item number as listed above.

D. Please summarize the student's major strengths as a learner and service provider.

E. Please summarize the student's major areas for future growth as a student intern for the next semester of field experience (or as a professional service provider if this is the student's last semester of field experience).

Date on which this evaluation was prepared _____

Total number of hours completed by student during semester _____

Signature of Filed Experience Supervisor _____

Signature of Student _____ *

(*Signature of student signifies that he/she has read the evaluation, but does not necessarily imply total agreement with the evaluation)

Please return the original copy of this field experience evaluation to:

Valentine M. Villa, Ph.D.
Director
Applied Gerontology Institute
Salazar Hall, Room C-90
California State University, Los Angeles
5151 State University Drive
Los Angeles, CA 90032
Telephone #: (323) 343-4724

Please Note:

In order for the student to get credit for HHS 4950, this evaluation form must be received in our office no later than: _____

THANK YOU.

STUDENT'S EVALUATION OF FIELD WORK SETTING

This evaluation is to be completed by the student after he/she has completed HHS 4950: Field Work in Health and Human Services. The completed form is to be submitted to the Director of the Applied Gerontology Institute.

Agency Name: _____

Agency Address: _____

Telephone Number: _____

Semester & Year during which HHS 4950 was completed:

Semester: _____ Year: _____

Please rate your level of satisfaction with the field work setting using the following scale:

	1	2	3	4	5	6
Extremely Dissatisfied	Equally Satisfied & Dissatisfied				Extremely Satisfied	
1. Satisfaction with orientation given to setting by Field Work Supervisor	1	2	3	4	5	6
2. Satisfaction with meaningfulness of field work learning activities.	1	2	3	4	5	6
3. Satisfaction with availability of field work supervisor.	1	2	3	4	5	6
4. Satisfaction with the quality of supervision in field work.	1	2	3	4	5	6
5. Satisfaction with your field work supervisor's understanding of the goals of HHS 4950.	1	2	3	4	5	6
6. Satisfaction with resources made available to you as an intern.	1	2	3	4	5	6
7. Your overall evaluation of the field work setting.	1	2	3	4	5	6
8. Would you recommend this setting to other field work students? Yes __ No __						

Please email all completed internship forms along with your 3-to-5-page paper due week 15 of the semester to Ms. Linda Valdez at lvaldez6@calstatela.edu.