

Field Placement Guidelines
Department of Human Services
Elon University

I. Guiding Principles

The Department of Human Services requires students to participate in various field components of the program including service-learning, practicum, and internship. The objective of the guidelines below is to ensure that these field experiences are educationally appropriate within the context of a human service program. Toward this end, these guidelines are based on the academic mission and goals of the Department of Human Services as well as the Ethical Standards of Human Service Professionals as established by the National Organization of Human Services.

An approved organization for Human Services field placement must:

- 1) have as its primary mission the provision of human services.
- 2) respect clients' rights to self-determination.
- 3) respect client diversity in terms of age, ethnicity, culture, race, religion, sexual orientation, and socioeconomic status.
- 4) refrain from involving human service students in sales, evangelizing, proselytizing or any other activities contradictory to #2 and/or #3 above that might occur as secondary missions of the organization.

In making these decisions, faculty and students must also be mindful of the internship job description for each student. Student and faculty discussions with agency representatives must seek to ensure that both the nature of the organization and the specific duties within the internship are appropriate to the Human Service Department's mission (see II. below) and the course objectives (e.g., HUS 111 Introduction to Human Services, HUS 381 Practicum, or HUS 481 Internship).

II. Department of Human Services Mission Statement

The Human Services department of Elon University prepares students understand human problem and to intervene effectively in them. The human services major offers a multidisciplinary approach to helping grounded in the social sciences. Course work develops the student's ability to analyze human problems and apply both evidence-based practice and research in order to guide constructive actions. Experiential learning is emphasized to foster connections between field-based experiences and academic content. The Human Services Department supports a strong commitment to civic engagement and community well-being.

III. Learning Objectives for HUS 381 Human Services Practicum. (For illustrative purposes the learning goals of HUS 381 Practicum are included below.)

The Practicum is a field experience designed to orient students to various areas of human services work. The overall goal of this course is to provide the student with an overview of the human service profession and an exposure to a wide range experiences in the field. The Practicum should serve to integrate previous course work and learning experiences. Learning objectives of the course include the following:

1. Students will develop an understanding of working within an organizational structure.
2. Students will understand the agency's structure and organization, including:
 - a. Purpose of agency
 - b. Organizational structure
 - c. Agency funding

- d. Relationship to other agencies
 - e. Goals and objectives of agency
 - f. Strategies used to obtain goals and objectives
3. Students will develop and demonstrate appropriate professional behavior.
 4. Students will develop and demonstrate the ability to participate in the organization's activities, programs, and services.
 5. Students will participate appropriately in professional meetings, case conferences, seminars, etc.
 6. Students will demonstrate the ability to make meaningful connections between their academic knowledge and their experiences in the field.
 7. Students will be able to access, understand, and make meaningful connections between relevant, current, scholarly literature and the organizations and populations with which they are working.

IV. Placement Request Process

Many organizations clearly fall within the purview of appropriate human services organizations and are traditional human services placements. The Human Services Department enjoys long-standing, established relationships with many of these non-profit or publicly funded organizations in the local community and surrounding areas. The appropriateness of a given placement tends to become more questionable in situations involving businesses (for-profit organizations) and religious or church-based services. Students seeking field placements in settings that are not clearly consistent with the guidelines set forth in this document should discuss their interests with their academic advisors. Following these discussions, students who wish to pursue the placement must submit to the Department of Human Services:

1. Contact information for themselves, including name, phone number, mailing address, and email address.
2. Contact information for the organization's contact person, including name, phone number, mailing address, street address, and email address.
3. A copy of the organization's mission statement
4. Any additional supporting information about the organization such as brochures, URL for the organization's web site, supporting documents, etc.
5. A clearly written plan for the field experience that addresses:
 - a. the guidelines stated in the Guidelines Regarding Field Placements
 - b. the learning objectives of the particular course.

This proposal must be signed and dated by the student and the contact person from the designated organization. All information must be submitted to the Department Chair of Human Services (stapled and/or bound in an organized folder) at least six (6) weeks prior to the beginning of the field experience. Decisions will be made by the full-time faculty of the department.