Human Services Fieldwork Glossary

**Fieldwork Site** – A community-based agency, school, or university that provides opportunities for students to apply and integrate practical skills with theory taught in the classroom.

**Fieldwork Supervisor/Site Supervisor** – The supervisor at the agency who works directly with the student in identifying and developing skills that the student will gain through the internship experience. The Site Supervisor will monitor and evaluate the student’s performance throughout the semester.

**Fieldwork Seminar Instructor** – The instructor of the fieldwork seminar which is taken by students concurrently with the field experience. Seminar instructors emphasize the functions and structures of human services agencies, as well as the skills and techniques of human services workers.

**Fieldwork Placement Form** – This form is used to identify the agency that the student will be interning with for any given semester. Students must complete the Fieldwork Placement Form every semester that they are enrolled in one of the Human Services internship courses (HUSR 396, 495, or 496).

**Fieldwork Placement Learning Contract** – Often called the Learning Contract, it provides a framework for identifying the skills and learning objectives the student will gain through the activities and assignments he/she will undertake at the internship site.

**Student’s Evaluation of Agency and Supervisor** – An evaluation form completed by the student at the end of the semester that assesses his/her overall experience with the agency and agency supervisor.

**Supervisor Evaluation of Student’s Performance** – An evaluation form completed by the site supervisor at the end of the semester that assesses the performance of the student intern.

**Fieldwork Office Evaluation** – An evaluation form completed by the student at the end of the semester that assesses the availability and helpfulness of the Fieldwork Office.

**Student Hourly Recording** – This form is used to record the hours a student spends at the fieldwork site. Students are responsible for tracking their own hours, however, the site supervisor will be asked to verify the completion of 120 hours by signing the form at the end of the semester.

**Voluntary Release of Liability** – This form releases the State of California against any claims and liabilities brought by you and others while doing your fieldwork. The student accepts certain risks associated with driving to and from the internship site while enrolled in practicum courses for Human Services.