Internship/Fieldwork Site - A community-based agency 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 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 internship course, 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 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, which 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, which assesses the performance of the student intern.

Fieldwork Office Evaluation - This form is used for the student to evaluate the Fieldwork Office in regard to its availability and helpfulness.

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

Student Hourly Recording Form - This form is used to record the hours a student spends at a fieldwork site. The student is responsible for tracking his or her own hours. However, the site supervisor will be asked to verify the hours by signing the form upon completion of the internship.