



Department of Human Services

Namm 401

AAS/BS Programs

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Standards in Human Services Education

718 260-5135 Fax 718 254-8530

TO: ALL ASSOCIATE LEVEL STUDENTS

FROM: DEPARTMENT OF HUMAN SERVICES / OFFICE OF FIELD PLACEMENT

RE: PRE-PLACEMENT QUESTIONNAIRE FOR HUS 2305/2405

TO BE ELIGIBLE FOR HUS 2305/2405, YOU MUST COMPLETE STEPS 1 – 4 BELOW.

- 1. ATTEND ONE OF THE FIELD PLACEMENT ORIENTATION SESSIONS.**
- 2. FILE A PRE-PLACEMENT QUESTIONNAIRE IN THE HUMAN SERVICES MAIN OFFICE (401) NO LATER THAN 10TH WEEK OF SEMESTER.**
- 3. GET ADVISEMENT FROM HUS DEPARTMENT FACULTY.**
- 4. REGISTER FOR THE APPROPRIATE INTERNSHIP COURSE (HUS 2305/2405) BASED ON COMPLETION OF THE FOLLOWING COURSE PREREQUISITES:**

**Introduction to Human Services
Elements of Counseling
Community Mental Health
Group Dynamics
Human Services Seminar
English Composition I
Introduction to Psychology
Elements of Sociology
GPA of 2.00 or above
Students on probation are not eligible.**

- 4. UPON COMPLETION OF STEPS 1 – 4, YOU WILL RECEIVE A REFERRAL LETTER BY CITYTECH EMAIL TO ARRANGE AN AGENCY INTERVIEW FOR POSSIBLE ACCEPTANCE AS AN INTERN.**

NOTE: IT IS YOUR RESPONSIBILITY TO COMPLY WITH THE DEADLINES AND REQUIREMENTS OF THE HUMAN SERVICES DEPARTMENT AND REFERRAL AGENCY IN A TIMELY MANNER SO THAT YOU CAN START YOUR INTERNSHIP AT THE BEGINNING OF SEMESTER.

Test your readiness for internship!

Some agencies may require health checks (vaccinations, PPD testing, etc.) as well as background checks (e.g. SCR) to determine whether they can accept you as an intern. You will be notified about these requirements in advance by the agency. Please use the Student Wellness Center (Pearl Building, Room 104) as a possible resource.

It is your responsibility to comply in a timely manner so that you can start your internship at the beginning of the semester.

IF THE AGENCY DOES NOT ACCEPT YOU FOR PLACEMENT, IMMEDIATELY CALL OR COME IN TO THE HUMAN SERVICES DEPARTMENT, FILL OUT AN ADVISOR MESSAGE FORM COMPLETELY AND LEAVE WITH OFFICE ASSISTANTS WHO WILL FOLLOW UP AS SOON AS POSSIBLE (AT LEAST 4 WEEKS).

DO NOT EMAIL OR FAX DOCUMENTS!

II. FIELD PLACEMENT OVERVIEW

What is field placement?

- C. How many field placement hours are required for the Associate (A.A.S) or Baccalaureate (B.S.) degree?**
Based on clients' needs, some agencies will start when the college semester starts. Others will start based on when other programs can provide clients or when prospective intern's background/medical checks have been cleared. It is the intern's responsibility to develop a contract with their field supervisor and seminar instructor as to how the required hours will be completed during the semester. Any days/hours missed must be made up during the semester.
- D. How many courses can I take while doing my field experience?**
It is recommended that you meet with an advisor prior to registering for internship to discuss what courses you should take. Be sure to take into consideration your work schedule and family responsibilities when deciding how many courses to take. Also, field is demanding and requires a lot of paperwork to be completed weekly.
- E. Can I receive payment for my field experience?**
No, you cannot receive payment. Internship is offered for credit only.
- F. Can I do both field placements during the same semester?**
No, you cannot. Field is designed to be completed over 2 semesters only.
- G. Can I begin my field placement in the summer?**
No, field cannot begin in the summer because there is no departmental supervision or class during that time. Field can only take place during fall and spring semesters.
- H. Where will I be referred for placement?**
The Human Service Department has contacts with several human service agencies within the 5 boroughs. These agencies provide services that include child and family welfare, alcohol and substance abuse, disabilities across the lifespan, and gerontology.
- I. How will I be placed?**
Once the prospective intern has filed the Placement Questionnaire **AND** registered for the appropriate internship course, the Department of Human Services is responsible for the referral of interns in approved agencies throughout the five boroughs (predominantly Brooklyn). **However, each agency has the right of acceptance or refusal of any intern based on the matching of agency needs with prospective intern backgrounds.** The process of placing students in an agency can take AT LEAST 4 – 6 weeks. Therefore, students are advised to contact the Human Services Office of Field Placement early in the semester prior to internship (October for Spring internship, March for Fall internship) so that you will have your placement in time. Students are expected to allow approximately 45 minutes of travel time to and from their field placement site. Every effort will be made to plan a reasonable commute.

J. Are evening or weekend placements available?

Evening (which also includes weekend) placements are limited, as many agencies do not have appropriate supervision or suitable assignments during these hours. Typical placement days are Monday through Friday and take place during standard business hours (9:00 am – 5:00 pm). Evening placements are typically 4:00 pm – 7:00 pm. If asked, all evening and/or Saturday interns are expected to be available for one evening per week in their field assignment for supervision.

K. Do I find my own placement?

NO!!! THE HUMAN SERVICES DEPARTMENT IS RESPONSIBLE FOR APPROVING ALL FIELD REFERRAL ASSIGNMENTS PRIOR TO THE STUDENT'S INTERNSHIP. The Department's field placement program has long-standing relationships with human services agencies across the five boroughs and is responsible for developing all placement sites and maintaining regular contact with field agencies regarding student placements. If you want to recommend a specific agency, fill out the appropriate section on the Pre-Questionnaire and forward it to the Field Placement Office N 401 during October or March preceding the semester that you register for internship. The Department will then contact the agency to explore the feasibility of developing this placement. Students who want to "specialize" may have difficulty finding an approvable placement because at the undergraduate level interns are given "generalist practice" working with /diverse clients

L. How do I get information about possible agencies ahead of time?

1. Agency websites have information on client populations and problems that they deal with.
2. Faculty advisors may be on agency boards or network with agency employees.
3. Human Services students who have completed internship can give you constructive information about a particular agency. You must contact the HUS Field Office prior to contact these agencies as other students may have already been referred.
4. Using a search engine (GOOGLE, Ask!), type in the name of the agency and the City/State. (STAY AWAY FROM AGENCIES THAT ARE CONTROVERSIAL)
5. Early on, the newspaper can provide articles on agencies that provide outstanding or innovative services in your community. (STAY AWAY FROM AGENCIES THAT ARE CONTROVERSIAL)
6. "Yellow Pages", under the headings "Alcohol and Substance Abuse", "Counselors", "Mental Health Services", "Social Service Agencies" or "Social Services Organization", etc.

M. May I recommend my place of employment as field placement?

Students wishing to recommend their place of employment to the Human Services Department for approval as an internship site must fill out the appropriate section on the Pre-Questionnaire and forward it to the Field Placement Office N 401 during October or March preceding the semester that you register for internship. The Department will then contact the agency to explore the feasibility of developing this placement. Approval depends on the Human Services Department's timely receipt of the application materials, the integrity of the proposed field assignment, and a site visit.

Your place of employment may be considered a field placement if it is an approved social, health or human services setting that will provide:

1. initial exposure to the human service profession (student assignments and field supervision different from those associated with the student's regular employment),
2. exploration of a new career path in the profession, or
3. advanced experience in the field.

Additionally, your employment site must place you in a different department with an appropriately credentialed Human Services/Social Work supervisor separate from your regular work assignment and regular work supervisor.

N. Can I interview several agencies before selecting my placement?

Yes you are encouraged to interview at sites other than those already contracted with the college. If the interview goes well and the college, you and the agency agree that the placement is an appropriate that meets your learning needs fit, it will be confirmed. If either party has reservations, another interview will be arranged.

O. How are my internship roles/responsibilities/work schedules determined?

At your interview be prepared to discuss/ask (be flexible):

1. What led you to Human Services?

2. Why you want to work with this particular population.
3. Why you think you are qualified to intern at this agency.
4. Talk about the skills that you bring to the agency.
5. What types of clients are served, population, learning opportunities available?
6. What are the best days to work with clients, consumers, etc (Not Mondays or Fridays)?
7. Talk about you past **related** volunteer/work experiences,
8. Are there any special requirements for this internship (i.e. dress, work hours, workload)?
9. What are your career goals (in 5 years, 10 years)?
10. Talk about the problems that you think will be most difficulty for you to deal with.
11. Present your school schedule (take a sample of your next semester's schedule with you),
12. Discuss and show your syllabi (assignments/activities that must be completed to pass HUS 2305, HUS 2405, HUS 4701, or HUS 4801).

P. What are Human Services agencies specifically looking for in an intern?

Agency supervisors look for interns who have a strong desire to help others, an interest and ability to function in a particular setting, display an intellectual and emotional maturity, honesty, enthusiasm, as well as a willingness to learn.

Q. Can I be exempted from field placement if I already work in the field?

Exemption from the first semester of Human Services Field Practicum (HUS 2305) will be granted to those students who can document that they practice knowledge and skills acquired through employment in a Human Service agency indicating that enrollment in the first semester of Field Work is unnecessary. The number of credits to be granted will be three (3). Speak with your Human Services Academic Advisor for further information.

Eligibility Criteria – Applications are reviewed In October or March proceeding the internship semester.

1. The student was (is) employed in a Social or Health agency for a period of no less than three (3) years and were (are) providing direct services to individuals, families, groups and /or communities.
2. The student may apply for Credit-By-Examination only when he/she has successfully completed all pre-requisites for HUS 2305 or HUS 2305.1 including CUNY certification in Reading, Writing and Math
3. The student is able to document his/her experiences in the field.
4. The student satisfactorily completes a minimum of two written essays, which reflect his/her knowledge, values, and skills as described in the "Objectives for the Field Practicum."
5. The student completes and submits all documentation as established by the Field Practicum Committee of the Human Services Department.

III. AT THE AGENCY

A. What supervision qualities and activities should I expect from a supervisor?

1. The field supervisor will develop specific weekly assignments for each student.
2. The field supervisor will supervise the student in their academic assignments.
3. The field supervisor will communicate with the intern(s) regarding urgent or serious student problems in a timely fashion.
4. The field supervisor will communicate with the seminar instructor regarding any urgent or serious student problems in a timely fashion
5. The field supervisor will submit written evaluations of student by specified dates.

B. How much hands-on experience will I get in the field experience?

You are strongly encouraged to take advantage of all internship experiences at your agency. To the extent that you work positively, flexibly and proactively with your agency supervisor, clients and staff, your experiences will be varied and challenging. If, however, you approach your internship negative, rigid and reactive, your experiences will be limited and may lead to your not having a successful semester.

C. What steps do I take if I have problems with my placement?

You should always discuss your concerns with your field supervisor in your weekly supervisory sessions, as well as your field seminar course and in your weekly logs. If there is no progress, then your seminar instructor and field supervisor will discuss the situation with you to review your work to date at the agency and in class as well as assist you in developing possible strategies for improvement.

D. Can I change placements in mid-semester? Will it affect my grade?

All students are encouraged to complete their internship at the agency placed for the semester. Please see Field Manual for further information.

E. What are my alternatives if I am asked to discontinue my internship?

First of all you should review the Field manual to know the process and your rights. Secondly, you should talk with your Field Instructor to assess which areas you could have been more effective and what steps would have been helpful in improving your internship. Thirdly, your seminar instructor will assess where you are in terms of course assignments and will guide you from there.

IV. FIELD PRACTICUM SEMINAR

A. What is Field Practicum Seminar?

All interns attend a weekly on campus Field Practicum seminar concurrently with the field experience. It is designed to stimulate thinking about the concepts, skills, and practice principles needed for effective performance in the field. Students are strongly encouraged to share their field experiences, discussions, cases and learning from their agencies. Equally valuable is the habit of reflecting on what is being learned in the field, asking questions such as; what knowledge, skills or values am I learning? How workable are the theories that I am learning? How do situation encountered at the agency compare to what I have learned in class? How do my life experiences contribute to my ability to recognize, appreciate and affirm clients and their efforts, courage and strengths?

B. How is the field experience evaluated and then graded?

Interns are graded on their internship experiences with clients, supervision, staff and community outreach as well as active and positive in-class participation, weekly logs, process recordings, assessments, and written assignments. Passing grades for all Field Placement courses are "A", "B", or "C". Incomplete grades are not given.

HUMAN SERVICES FACULTY ARE NOT AT THE COLLEGE DURING THE MONTH OF JANUARY AND THE MONTHS OF JUNE THROUGH AUGUST. PLACEMENT QUESTIONNAIRES RECEIVED DURING THESE PERIODS WILL BE PROCESSED IN FEBRUARY AND SEPTEMBER RESPECTIVELY. PLACEMENT REFERRALS (BASED ON AGENCY AND SUPERVISOR AVAILABILITY) CAN TAKE AT LEAST SIX WEEKS TO COMPLETE, SO THESE STUDENTS WILL START THEIR PLACEMENTS LATE AND HAVE MAKE UP ALL HOURS PRIOR TO THE MID SEMESTER GRADING PERIOD.

For additional information, please contact:

Office of Field Placement
Department of Human Services
Phone - 718.260.5135

DO NOT FAX DOCUMENTS



**NEW YORK CITY
COLLEGE OF TECHNOLOGY
THE CITY UNIVERSITY OF NEW YORK**

300 JAY STREET, BROOKLYN, NY 11201-2983
HUMAN SERVICES DEPT.
NAMM 401 • (718) 260-5135 • FAX: (718) 254-8530

**HUMAN SERVICES DEPARTMENT
PRE-PLACEMENT QUESTIONNAIRE**

TO BE CONSIDERED FOR PLACEMENT REFERRAL STUDENTS MUST:

- a. ALL PREREQUISITE COURSES.
- b. RETURN THIS FORM TO THE HUMAN SERVICES OFFICE (N 401).
- c. REGISTER FOR THE APPROPRIATE INTERNSHIP COURSE.

STUDENTS COMPLETING THE ABOVE AFTER "ONLINE REGISTRATION PERIOD" MAY HAVE TO RECOMMEND AN AGENCY FOR APPROVAL

1. **Student Information: Check Internship Course: HUS 2305 _____ HUS 2405 _____**
 Last Name _____ First Name _____ S.S.# ____/____/____
 Address _____
 Borough _____ State _____ Zip Code _____
 Telephone (Day) (____) _____ (Eve) (____) _____
Citytech Email: _____

2. **Indicate(✓) your client population concentration:**
 Alcohol and Substance Abuse _____ Child Welfare and Family _____
 Disabilities Across the Life Span _____ Gerontology _____

3. **Indicate your availability below. Due to agency/supervisor availability, we will not always be able to honor your request(s).**
 A, _____ Weekdays (generally during the hours of 9:00 am – 5:00 pm)
 B, _____ Evenings (generally from 4:00 pm - 7:00 pm)

4. **I wish to: (CHOOSE "A", "B" or "C"): ASSOCIATE Degree interns must be placed at a site for 2 semesters (125 hours per 14 week semester, minimum of 9hrs/week).**
 A. _____ be referred to college's internship site
 B. _____ recommend my current employment: **(AGENCY CONTRACT WILL BE PREPARED UPON COMPLETION OF FORM)**
 Director of Interns _____
 Agency Name _____
 Address _____
 Borough _____ State _____ Zip Code _____
 Phone (____) _____ Cell (____) _____
 FAX: (____) _____ email: _____
 C. _____ recommend a new site: **(AGENCY CONTRACT WILL BE PREPARED UPON COMPLETION OF THIS FORM)**
 Director of Interns _____
 Agency Name _____
 Address _____
 Borough _____ State _____ Zip Code _____
 Phone Number (____) _____ Cell (____) _____
 FAX: (____) _____ email: _____
 (OVER)

Some agencies may require health checks (vaccinations, PPD testing, etc.) as well as criminal background checks before accepting you as an intern. Please use the Student Wellness Center (Pearl Building, Room 104) as a possible resource.

5. Are you currently employed? Yes _____ No _____ If yes, please indicate:

AGENCY/ADDRESS	SUPERVISOR & PHONE	TASKS	WEEKLY HOURS

6. Please list your previous internships.

	AGENCY	COLLEGE	DATES
HUS 2305			
HUS 2405			

7. **Personal and Confidential:** Please describe any physical limitations, family responsibilities, work schedule and/or other factors which should be a consideration in arranging a Professional internship assignment for you.

Physical Limitations _____

Family Limitations _____

Other Factors _____

8. **Student Goals for the Practicum.** Describe the kinds of experiences you would like to have in your area of concentration. Be sure to indicate the method you wish to learn more about i.e. community organization, group work or individual work.

PLACEMENT QUESTIONNAIRES RECEIVED DURING JANUARY AND JUNE THROUGH AUGUST WILL BE PROCESSED IN FEBRUARY AND SEPTEMBER RESPECTIVELY. PLACEMENT REFERRALS (BASED ON AGENCY AND SUPERVISOR AVAILABILITY) CAN TAKE AT LEAST SIX WEEKS TO COMPLETE, SO THESE STUDENTS WILL START THEIR PLACEMENTS LATE AND HAVE TO MAKE UP ALL HOURS PRIOR TO THE MID SEMESTER GRADING PERIOD.

DECLARATION – I understand that Human Services professionals provide services without discrimination or preference based on age, ethnicity, culture, race, disability, gender, religion, sexual orientation or socioeconomic status in accordance with the Ethical Standards of Human Services Professional (2000). I also understand that Human Services Internship requires a commitment on my part to fulfill all Human Services Department requirements and deadlines as well as agency and course requirements as stated in The Field Practicum/ Professional Internship Guide, the Placement Questionnaire, the Student Field Practicum Agreement, the Professional Internship Contract, and the Field Practicum Manual.

Human Services Student Signature _____ **Date** _____