



PORTFOLIO DIRECTIONS

Students in both HUS 250 Supervised Field Placement I and in HUS 251 Supervised field Placement II are required to submit by the final class meeting a portfolio. The items in the portfolio differ for each course, as described below. All items must be typed correctly and neatly. Use complete sentences and in the narrative form.

HUS 250 SUPERVISED FIELD PLACEMENT I HUS 255 SUPERVISED FIELD PLACEMENT III

1. A summary of assignments, significant accomplishments and problem resolutions:

Using information from the journal entries and weekly reports, briefly (no more than one page) identify your major assignments throughout the semester. Do not list each specific task but group them into categories and note these.

Identify those you believe to have been challenging, and those you feel a greater sense of accomplish. Expand upon your successes. Explain why?

If you experienced any problems as you carried out these assignments, discuss the difficulty and attempt to identify the reason(s). How did you attempt to resolve the problems? Did you seek help? Read? Were you successful? Why or why not?

2. A research paper relevant to the agency/organization and the population served:

Using information from an interview with the director and/or the supervisor at your agency site, brochures about your agency, library resources about the population served (newspapers, magazines, etc.) Develop a formal research report (typed and with references).

HUS 251 SUPERVISED FIELD PLACEMENT II

1. A summary of assignments, accomplishments and significant problem resolutions:

See the instructions above for HUS 250 and HUS 255



2. A copy of all relevant college transcripts:

Request a copy of your MTC college transcript to date from the Student Records office. You will need to complete a request form, and you may even have to return to pick it up at a later hour or date. You must also submit a copy of any transcripts from other schools you have attended if any of the coursework is being applied to your HUS degree.

3. Copies of your materials used for your class presentation on your SPF site:

In preparation for your class presentation (directions are in this handbook), you developed a variety of visual aids and collected brochures. You also prepared a typed report addressing particular questions about the agency. This collection of materials should be presented to the instructor as part of your portfolio.

4. A statement of your personal philosophy of the field of Human Services:

During your HUS 101, Introduction to Human Services course, you began to study the general field of HUS, and you have identified specific attitudes, skills and areas of knowledge associated with HUS professionals. You have continued throughout your student experience in the program to learn about the various clients, services and agencies/positions. Based on this body of knowledge and experience, develop and present a statement of your thoughts regarding the field. What are the basic components and missions of this area of study and work?

5. A formal resume:

As you begin your formal search for employment in the HUS field, you will need a formal resume to present to interviewers at the agencies to which you apply. This resume should follow a standard format, and counselors in the Student Activities office has samples and will assist you in developing your individual resume in a neat and brief form. It should emphasize your strengths related to the field. Remember that preparation of this item may take time, so begin your work early. You should seek assistance and review it with your counselor prior to finalizing and typing it. This could be your "ticket" to a positive job interview and employment.

Update: 06-08 - #10