



Human Services Program

LETTER TO AGENCY

TO: Agency Supervisors of Midlands Technical College Supervised Field Placement Students

FROM: Mary M. Rawls, LMSW, Director, Human Services Program

DATE: _____

SEMESTER: _____

Thank you for accepting our student(s) into your agency for a supervised field placement experience. Midlands Technical College believes that the quality and extent of supervision are important factors in helping students meet the requirements and goals of this field placement. The following is a list of requirements for the placement experience.

1. The student must complete 200 hours of supervised experience during the course of the semester (16 weeks maximum fall/spring; 12 weeks summer).
2. The student is responsible for keeping time sheets during the placement, having them verified by the agency supervisor, and returning them to the Human Services Director.
3. A form is provided for the supervisor and the student to draw up a plan during the first week of field placement. This should be returned to the Human Services Director during the first week.
4. The Human Services Director will make agency visitations.
5. The student will submit a report each week to the Human Services Director and a final self-evaluation to the Human Services Director at the end of the semester.



Goals:

1. To have the student(s) experience the work of the field placement agency as the agency delivers the services to their clients.
2. To allow the students on-the-job training in a field of their choice.
3. To allow the students a chance to contribute their time and abilities to an agency of their choice or designation.
4. To allow the students to experience the delivery of services to clients in an educational environment as a way to facilitate learning, professional and personal growth and development.
5. To allow the students the opportunities to apply the knowledge and skills they have gained in the classroom to real situations.

Requirements of Agency Supervisor:

1. To provide a planned method for introducing students to the agency and training them in service delivery.
2. To provide feedback to the student regarding progress and professional development through planned supervision.
3. To communicate with the Human Services Director on a regular basis regarding questions, comments, problem solutions, and initiating new field placements.

Thank you for your support of our program, and for allowing our student(s) to be one of your team members. We look forward to what we hope will be a challenging and rewarding relationship.

Updated: 04-08 -- #2.5