



# CALIFORNIA STATE UNIVERSITY, FULLERTON

College of Human Health and Development

Department of Human Services

800 N. State College Blvd., EC-405, Fullerton, CA 92831

June 23, 2022

Dear Fieldwork Supervisor,

Thank you for agreeing to accept this CSUF student into your program as a Human Services Fieldwork Student. As a Department, we are deeply grateful to you, and your organization, for providing our students with this valuable opportunity to gain experience in the field under the guidance of caring, competent professionals, such as yourself.

In compliance with University and Department requirements, this student is concurrently enrolled in one of our Human Services Fieldwork courses (HUSR 396, HUSR 495, & HUSR 496). These courses are specifically designed to *facilitate* and *enhance* the integration of academic material with fieldwork experience. While students are enrolled in this course, they are required to:

- **Observe and participate in an agency or setting that engages in meaningful human services work, either with direct contact with clients or important administrative or development work, etc. approximately 8-10 hours *per week* (totaling 120 hours during the semester)**
- **Attend class once a week for instruction and discussions relating their fieldwork experience to their professional and personal development**
- **Work directly under and collaboratively with the site Supervisor, and other professionals at the site, and to remain under their authority and guidance for the duration of the course**
- **Receive regular weekly supervision from the site Supervisor (30 to 60 minutes per week)**

In regard to Supervision, it is our expectation that the Supervisor and Student will collaborate as to duties, skills to be learned, professional knowledge to be gained and personal goals. To facilitate this process, the student will complete with a HUSR Learning Plan, weekly HUSR Student Hourly Recording Forms, and a HUSR Supervisor Evaluation at the end of the semester. For the Learning Plan, we hope that you and the student discuss goals, establish expectations, and assign responsibilities.

It is our wish that this experience be a *service* to your program. In that regard, please know that each student will be guided in the appropriate ways to conduct themselves in a professional and ethical manner and will be expected to treat you and your staff with the highest regard at all times.

Thank you for allowing our student(s) to complete their fieldwork at your facility and for agreeing to be a significant part of the training they receive as they strive to be competent, caring professionals, and persons of integrity in their respective professions. ***Please do not hesitate to call me if you have any questions or concerns the student cannot answer for you.***

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