

FIELD PLACEMENT/PRACTICUM PLACEMENT PROCESS FOR OSU-CASCADES HDFS EARLY CHILDHOOD, HUMAN SERVICES & GERONTOLOGY OPTIONS

- 1) All students interested in the Human Development and Family Sciences Program are welcome following admission to Oregon State University- Cascades Campus. We currently do not have a separate admission process into our program. As we require lower division courses as part of that major, students are encouraged to meet with our OSU-Cascades advisors during their freshman year. The first step to advising is to contact *Brenda McDonald at OSU-Cascades Campus* (brenda.mcdonald@osucascades.edu) to review requirements overall, and to review transcripts. *Brenda will then connect the student with our peer advisor, who will assist the student in choosing the most appropriate option and developing his/her draft Plan of Study.* The student will then meet with *Deborah Coehlo, Coordinator of the Human Development and Family Sciences Program* (debbie.coehlo@osucascades.edu), to have the draft **Plan of Study** approved.
- 2) Once the **Plan of Study** is approved and an option (Early Childhood Development and Education (ECDE), Human Services (HS), or Gerontology (GER)) is chosen, the student will meet with either *Candace Brey, Lead Instructor, Early Childhood Development and Education* (candace.brey@osucascades.edu) or *Tim Malone, Lead Instructor, Human Services and Gerontology* (malontim@osucascades.edu) to forecast or plan for the required field experience and/or practicum courses: **HDFS 331, 410 and 430** (*Practicum or Field Experience Forecasting Meeting*). This discussion will include information regarding the student's lower division practicum placement (HD 291)¹ and plans for upper division practica (HDFS 331 and HDFS 430 for ECDE option) and field placement (HDFS 410 for ECDE, HS and GER options).
- 3) During the *Practicum or Field Experience Forecasting Meeting*, practicum site options will be presented and student goals will be discussed pertaining to career objectives, practicum or field experience options, and related work experience.
- 4) Every student must obtain appropriate criminal background checks for each practicum/field placement. Once completed, the student needs to provide a copy of the criminal background check results to the *Coordinator of Educational Placement (Meredith Mason)*, Room 213. **Note: class registration and commencement of practicum/field experience are contingent upon this step in the placement process.**

¹ Note. Only Human Services and Gerontology students are required to take lower division practicum or field placement credits.

- 5) Other *OSU-Cascades-recommended* procedures (and some are required by placement site) include:
 - a) Updated immunizations, including Hepatitis A and B, MMR (Measles, Mumps, and Rubella), Tetanus (DpT), and confirmation of Varicella or the immunization (i.e., Chicken Pox). All practicum/field placement students should receive the flu vaccines when available.
 - b) TB screening is recommended if working with high-risk populations (i.e., immigrants from developing countries, HIV/AIDS patients, or with drug addiction programs).
- 6) During the FIRST week of the term preceding the actual practicum or field placement, the student should contact the *Coordinator of Educational Placement (Meredith Mason)* to confirm plans and to make a site selection. Our *Coordinator of Educational Placement* will then explore possibilities with the various sites to see if they are receptive to having a student during the intended term. The *Coordinator of Educational Placement* will communicate outcomes of these discussions with the student through his/her ONID e-mail account. The student should not contact the site directly until instructed to do so by our *Coordinator of Educational Placement*.
- 7) When the agency/school contact has agreed to meet the student, the *Coordinator of Educational Placement (Meredith Mason)* will contact the student and ask that he/she contact the agency/school representative to set up a pre-placement and orientation meeting. The student will be prepared to:
 - a) Discuss the practicum course with the agency/school, including a discussion about possible goals and experiences needed to reach those goals during the course. This meeting should allow practicum/field supervisors the opportunity to share ideas about valuable experiences and opportunities that might be considered beyond what the student has identified thus far. By the end of this meeting, the student and site supervisor should determine and agree whether this site and the student are a “match”.
 - b) Discuss a possible schedule of planned hours at the practicum/field site, including planned holidays, days off, or changes in schedule to accommodate midterm and final examinations if known.
 - c) Provide a copy of documentation of any background checks completed. Clarify whether additional background check is needed for this site and initiate the process as soon as the placement is confirmed.
 - d) Provide the agency/school with contact numbers so the site supervisor can reach the student and the *faculty instructor* as needed.
- 8) Once this meeting is held, the student will inform the *Coordinator of Educational Placement (Meredith Mason)* of the outcome. ***This step is needed to confirm the placement.***
- 9) The student will obtain needed criminal background check a minimum of 30 days before planned start date at a practicum/field placement site. The student will obtain recommended immunizations and tuberculosis screening as needed. The student

will give a copy of criminal background check results to *Coordinator of Educational Placement (Meredith Mason)*, Room 213.

- 10) Once the *Coordinator of Educational Placement* is in receipt of background check clearance from a student, the *Coordinator of Educational Placement* will notify Enrollment Services to request that the hold on class registration be lifted. Once lifted, the *Coordinator of Educational Placement* will notify the student of class registration availability.
- 11) *Aside from the reason listed in #10 above, the Lead Instructor for Early Childhood Development and Education (Candace Brey)* or the *Lead Instructor, Human Services and Gerontology (Tim Malone)*, as appropriate, can be contacted if students have any trouble registering for field placement/practicum courses (i.e., blocks to register awaiting instructor approval, etc.).
- 12) The *Coordinator of Educational Placement (Meredith Mason)* will send a list of student placements to the appropriate instructor^{*2} for the practicum/field placement courses a minimum of one week before the start of each quarter.
- 13) The instructor will provide all students with a syllabus and an outline of the seminar format including a date for the first seminar meeting onsite.
- 14) At the end of each field placement/practicum course, the student and site supervisor will complete evaluations of their course experiences. Please return a copy of these forms to the *Lead Instructor for Early Childhood Development and Education (Candace Brey)* or the *Lead Instructor, Human Services and Gerontology (Tim Malone)*, as appropriate, for our records.

A Checklist of Steps for Practicum/Field Placement for all HDFS students:

1. _____ Contact *Brenda McDonald (brenda.mcdonald@osucascades.edu)* for initial advising regarding the HDFS Program during the freshman year.
2. _____ Contact the peer advisor to construct a draft plan of study.
3. _____ Contact *Program Lead for HDFS (Deborah Coehlo at debbie.coehlo@osucascades.edu)* for approval of draft plan of study.
4. _____ Contact *Lead Instructor for Early Childhood Development and Education (Candace Brey at candace.brey@osucascades.edu)* or the *Lead Instructor, Human Services and Gerontology (Tim Malone at malontim@osucascades.edu)*, as appropriate, to review practicum/field placement options for HDFS 331, HDFS 430, and HDFS 410 courses.
5. _____ Notify *Coordinator of Educational Placement (Meredith Mason at meredith.mason@osucascades.edu)* of the desired site for practicum/field

² Students can find the instructor for the field placement/practicum course by visiting the Course Catalog at the Oregon State University- Cascades Campus Web Site at http://www.osucascades.edu/advising/class_schedules.php

placement during the first week of the term preceding the actual practicum or field placement.

6. _____ Meet with site supervisor for pre-placement meeting and orientation.
7. _____ Notify the *Coordinator of Educational Placement (Meredith Mason)* of meeting outcomes.
8. _____ Obtain needed criminal background check a minimum of 30 days before planned start date at a practicum/field placement site. Obtain recommended immunizations and tuberculosis screening as needed. Give a copy of criminal background check results to *Coordinator of Educational Placement (Meredith Mason)*, Room 213.
9. _____ Begin course, with seminars and meetings with *course instructor*.
10. Be sure to return all evaluations of the field placement/practicum site and experience to the instructor for their records.

Contact Information

Deborah Padgett Coehlo: Program Lead: Human Development and Family Sciences.
541-322-3137 debbie.coehlo@osucascades.edu

Candace Brey: Lead Instructor for Early Childhood Development and Education.
541-322-3134 candace.brey@osucascades.edu

Tim Malone: Lead Instructor, Human Services and Gerontology.
588-0100 cell malontim@osucascades.edu

Meredith Mason: Coordinator of Educational Placement.
541-322-3127 meredith.mason@osucascades.edu.

Brenda McDonald: Student Services.
541-322-3105. brenda.mcdonald@osucascades.edu.

Definitions

Coordinator of Educational Placement: Staff member who coordinates the placement of Human Development and Family Sciences, Counseling, and Education students in the community for service based learning (i.e., practicum and field placement).

Field Placement: Guided learning experience in the field, which is graded on a pass/no pass scale.

Lead Instructor: Faculty member primarily responsible for designing course syllabi, monitoring course, and evaluating course for revisions. Each course and/or option in HDFS has an assigned lead instructor.

Practicum: Guided learning experience in primarily educational settings, which is graded on an 'A-F' grading scale.

Program Lead: Faculty member assigned to develop, maintain, and evaluate all courses and faculty within a program in order to assure a quality and approved program of study is implemented.

Forecast: The process of planning for future coursework in field placement and practicum courses to fulfill field placement and practicum requirements for a baccalaureate degree in Human Development and Family Sciences at Oregon State University- Cascades Campus.

Plan of Study: A document listing all courses and times courses will be completed in order to fulfill all requirements for a baccalaureate degree in Human Development and Family Sciences at Oregon State University- Cascades Campus.