

FIELD EXPERIENCE MANUAL

STUDENT AFFAIRS IN HIGHER EDUCATION

College of Education
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<http://www.unomaha.edu/college-of-education/counseling/index.php>

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Section I: Purpose & Expectations

The Student Affairs in Higher Education Program (SAHE) COUN 8450 course provides opportunities for students to demonstrate competence with complex and diverse student caseloads. SAHE COUN 8450 students will provide student affairs services under the supervision of UNO Counseling Department instructors and student affairs professionals at their respective field experience sites. Field experience may include working in diverse settings related to higher education, focusing on both personal and professional development. In particular, attention is given to the continued development and refinement of skills directly related to working in student affairs in higher education settings and the provision of ethically and culturally competent services to diverse students.

This manual describes the policies and procedures for SAHE COUN 8450. Documents required for the successful completion of the course are provided with appropriate timelines for submission as needed. All UNO Counseling Department instructors, SAHE COUN 8450 students, and site supervisors must abide by the policies and procedures herein. The UNO Counseling Department's Student Affairs in Higher Education Program aligns with the National Association of Student Personnel Administrators (NASPA) guidelines for practice.

Key Terminology

SAHE Advisor – a member of the faculty appointed to coordinate the administrative aspects of the program's Field Experience. Students will work with their advisor or other assigned Counseling Department faculty/staff for approval to take the Field Experience course and will receive guidance to enroll in the course with a permission number.

Field Experience Course Instructor – a member of the faculty appointed to facilitate the course at the start of each semester. The instructor will collaborate with students' SAHE advisor to discuss requirements and projects to ensure implementation.

Site Supervisor – a student affairs professional serving as the immediate supervisor of the student at the site of their Field Experience.

Section II: Policies & Procedures

Prerequisites

To enroll in COUN 8450, students must have met the following prerequisites:

- Completion of Year 1 of the SAHE Masters Program including the following courses:
 - COUN 8930, COUN 8030, COUN 8850, COUN 8820, COUN 8940
 - *Students may coordinate with Counseling Department faculty to discuss situations in which they need to take COUN 8450 before or concurrently with the above prerequisite courses.*
- A minimum grade point average of 3.00 ("B" average) on all counseling graduate coursework.

Enrollment

Enrollment in COUN 8450 requires a permit issued by the UNO Counseling Department. Please work with the Counseling Department to begin the process of enrolling in this course.

Due to faculty/student ratios, **enrollment in COUN 8450 is limited and not guaranteed each semester.** Enrollment in COUN 8450 may also be delayed if/when department faculty finds that a student has engaged in or displayed conduct inconsistent with University, departmental and/or NASPA standards for Student Affairs (ethical/academic/personal).

Field Experience Site(s)

COUN 8450 students are responsible for identifying and securing Field Experience sites. This includes identifying and contacting a site, securing/completing an interview (if required by the site), and formally accepting or declining any offer from a site. Students should meet with their SAHE Advisor early in their first year to discuss possible Field Experience sites.

Examples of potential Field Experience sites could be found in but not limited to offices of higher education institutions such as: financial aid, residence life, career services, academic advising, conduct, multicultural affairs, admissions, college bound high school programs, etc.

Utilizing Current Employment Position for Field Experience

While some students will find internship-based opportunities for the Field Experience course, other students may have been working in the field of student affairs prior to the start of the Masters program. Students also may find an employment opportunity while taking courses in the program. For these situations, students will follow these parameters:

- Students in the SAHE program who have worked in a role in student affairs for more than 6 months prior to the start of the internship course, may still use their current job toward the Field Experience course.
 - Students in this position must work with their employment supervisor (Site Supervisor) to create and implement a new project to take on in the current role. This task should have significance and something that a student can reflect on and update the Field Experience Course Instructor on progress of the project throughout the semester.
 - Examples of projects may be working with a new student group, identifying a process that requires improvement and implementing a new method, planning an event related to the student's current role, and any other area the student and their supervisor can identify to work through a new experience in a role that has been held longer than 6 months.
 - Students will share with the Field Experience Course Instructor the project they will be working on
- Students who have been in a role for less than 6 months and are still onboarding and training can use their current role as the focus of Field Experience content within the course. Students who receive new jobs or internship opportunities fall into this category as well. Additional tasks beyond the new role are not required for these students.

Additional Items

1. **Field Experience opportunities must be secured by students and are not guaranteed.** Students are encouraged to start searching early for opportunities for experience within student affairs in higher education. The student is responsible for securing the position through interview processes. If students are unable to secure positions in student affairs for the Field Experience course, the student should reach out to the Counseling Department and advisor. Students can utilize the Career Advising Center at UNO for assistance with resumes, interviews, cover letters, etc.
2. Paid or Unpaid Field Experience opportunities are approved for COUN 8450.
3. COUN 8450 students are expected to be knowledgeable of Field Experience

requirements at all times, including when interviewing for field experience opportunities (documentation, course requirements, supervision needs, etc.).

4. If a site supervisor changes while the student is taking the Field Experience course, students should notify the Field Experience Course Instructor immediately, providing a name and contact email address.

Termination from Site

The UNO Counseling Department-and all field experience sites associated with the UNO Counseling Department-retain the right to terminate a COUN 8450 student prior to or during the field experience semester if it is determined by the UNO Counseling faculty and/or site supervisor(s)/administrator(s) to be in the best interest of the student, site, client(s), the UNO Counseling Department, and/or any other invested party. The process for addressing a potential termination is as follows:

- During the COUN 8450 semester, COUN 8450 course instructors and site supervisors are responsible for identifying student issues that may require intervention by the COUN 8450 instructor, site, and/or COUN department. COUN 8450 Instructors and/or site supervisors/administrators shall document their concerns using Appendix F: Supplemental Evaluation and provide a copy to the appropriate other parties (i.e., COUN 8450 or site supervisor(s)/administrators).
- The COUN 8450 course instructor will seek to resolve the issue/concern directly with the identified student and site supervisor.
- If a satisfactory resolution is not achieved between the COUN 8450 instructor and student/site, the COUN 8450 instructor will report the issue/concern to the SAHE Advisor. All documentation/communication concerning the issue/concern will be provided to the SAHE Advisor.
- The SAHE Advisor will seek to resolve the issue/concern. If an acceptable resolution to all parties cannot be found, the student may be terminated from the site with documentation that includes-but is not limited to: (a) initial issue(s) leading to termination, (b) attempts made to resolve the issue, and (c) the final reason for termination. All documentation will become part of the student's official clinical file.
- If the COUN 8450 student was terminated from a site due to circumstances outside their control, and the student's personal and professional conduct is not in question, the clinical coordinator shall help the student find another placement site. However, the UNO Counseling Department cannot guarantee that a suitable alternative site will be available the same semester. If no alternative site is available, the student will work with the SAHE Advisor and/or department chair to address enrollment/tuition/grade related issues.

If the student was terminated for cause based on their personal and/or professional conduct, the SAHE Advisor will follow the process for student related concerns as outlined in the Counseling Department's Handbook utilizing the Graduate Review Committee process.

Change of Site Supervisor

The following actions must be taken when a change of site supervisor is needed:

- COUN 8450 students should immediately inform the Field Experience Course Instructor of the change of their site supervisor. They should provide the instructor with the name and email address of the new site supervisor.
 - The instructor will reach out to the new site supervisor as needed depending on the point of the semester at which the change is made.

Section III: Roles & Responsibilities

Program and Site

The agreed upon guidelines, roles, and responsibilities between the UNO Counseling Department and the Field Experience site are noted in the signed Appendix B.

Ethical, Legal, and Professional Conduct

COUN 8450 students and site supervisors are governed by the following Ethical codes:

- [Federal Education Rights and Privacy Act](#)
- [NASPA Standards of Professional Practice](#)

COUN 8450 Field Experience Student Responsibilities

- Complete and submit all required course and site documentation within the timeframe outlined by the department in this manual or by the site supervisor.
- Know and follow the Field Experience guidelines and requirements outlined in this manual.
- Learn and abide by the policies and procedures of the Field Experience Site.
- Adhere to all professional standards of the site at which Field Experience credit is being earned. This includes meeting required attendance policies, dress codes, and professional behavior.
- Understand and abide by all NASPA professional standards and FERPA regulations.
- Integrate and apply knowledge from all previous SAHE courses.
- Provide consistent communication with the Field Experience Course Instructor during the course. Changes may include site supervisor switch, new tasks and roles, additions/changes to any additional tasks for students using a pre-existing job of more than 6 months.

Section IV: COUN 8450 Course Requirements

Required Professional Hours

COUN 8450 students must complete a minimum of **150 hours** over one or more Field Experience sites. Students will take the course for 3 credits within one semester. If 150 hours cannot be completed within one semester, the SAHE Advisor and Field Experience Course Instructor will work with the student to coordinate together to use an Incomplete grade until all hours have been completed. All other coursework must be done within the timeframe of the semester.

COUN 8450 students should give considerable forethought to the amount of time required to complete internship hours and how to balance COUN 8450 field experience requirements with other personal and professional commitments. To obtain the required direct hours, students should expect to be on site at their site at least 10-15 hours per week within one 16-week semester. Additional hours may be required to account for client/student “no-shows”, holidays, weather closures, etc.

The Field Experience Course instructor will assist students to calculate total hours throughout the entire semester. Students will submit hours completed each week and calculate with the instructor the hour totals at each one-on-one meeting.

Individual Supervision

Within the semester in which the student takes COUN 8450, students will be expected to provide a 15–30 minute sample of their work with a student. Students being recorded will provide verbal consent for the recording within the video. Following the recording, COUN 8450 students will complete a 2-page reflection. COUN 8450 students will also discuss the recording and reflection during a one-on-one meeting with the Field Experience Course Instructor.

For COUN 8450 students who are unable to find a student willing to be recorded, the Field Experience Course Instructor will work with the COUN 8450 student to find an alternate option to demonstrate competency in their work.

Section V: Course Assignments

COUN 8450 Students will be evaluated in the course utilizing the following assignments:

1. Field Experience Hour Log

COUN 8450 students must complete a minimum of **150 hours** over one or more Field Experience sites. Students will take the course for 3 credits within one semester. If 150 hours cannot be completed within one semester, the SAHE Advisor and Field Experience Course Instructor will work with the student to coordinate together to use an Incomplete grade until all hours have been completed. All other coursework must be done within the timeframe of the semester.

COUN 8450 students should give considerable forethought to the amount of time required to complete internship hours and how to balance COUN 8450 field experience requirements with other personal and professional commitments. To obtain the required direct hours, students should expect to be on site at their site at least 10-15 hours per week within one 16-week semester. Additional hours may be required to account for client/student “no-shows”, holidays, weather closures, etc.

The Field Experience Course instructor will assist students to calculate total hours throughout the entire semester. Students will submit hours completed each week and with the instructor calculate the hour totals at each one-on-one meeting. Logging accurate hours while in this course provides the majority of your overall grade. If the supervisor disagrees with hours logged, the student, instructor, and supervisor will meet together to go over each Weekly Journal entry to find the discrepancy. , Students who fail to accurately log their hours may fail the course.

2. Weekly Journals

This assignment provides the instructor with a weekly log of your tasks and project and gives the student an opportunity to reflect on outcomes each week. Students will also use this format to weekly track their logged hours to assist them in tracking hours throughout the semester.

3. Ideal Position Paper

Students have the opportunity to identify their dream job within higher education in this assignment. Students will find a formal job description of this job, from any institution utilizing sites such as higheredjobs.com, The Chronicle job listings, institutional websites, or students can write their own that may represent a posting if their dream job is unavailable at the time of the course. A 3-5 double spaced paper will be completed discussing multiple questions and prompts.

4. Recorded Work Sample and Reflection Paper

Each student will record at least one session of approximately 15-30 minutes in length of work with students to be reviewed and critiqued in your one-on-one meeting with the instructor. Verbal consent forms must be provided in the video. Students will also complete a 2-page written reflection paper.

5. One on One Meetings with the Instructor

COUN 8450 students will have a chance to meet with their instructor at two, 30-minute sessions, with the Field Experience Course Instructor. Students can schedule more meetings if they would like, but at least two formal meetings are required for the course. In these meetings, students will discuss professional goals, challenges and successes in the field experience site, and will review the assignments completed in the course. Specifically, in the second one on one meeting, the student and instructor will discuss the student's recorded work sample and site supervisor evaluation.

6. Midterm Supervisor Evaluation

Students' supervisors will fill out an evaluation on the progress of the intern's work mid-way through the semester. Students should review this evaluation with their supervisor but will also talk through this in their second one-on-one meeting with the instructor.

More information on each assignment will be provided on the Canvas site for this course and may change based on the discretion of the instructor.

Section VI: Documentation

Due 1 week prior to the official start date of the COUN 8450 semester

1. Appendix A: Field Experience Course Application
2. Appendix B: Student and Field Experience Site Information and Agreement
3. Appendix C: Site Supervisor Information
4. Appendix D: Attestation

To be sent to each student's Site Supervisor midway through the semester and at the end of the course.

1. Student Evaluation, Completed by Site Supervisor

Appendix A
Student and Field Experience Site Information and Agreement

**Department of Counseling
University of Nebraska Omaha**

Date of Application: _____

Field Experience Semester: _____

Student Information

Name: _____

| Required Coursework for COUN 8450 | Semester Completed |
|---|-------------------------------|
| COUN 8930: History of Higher Ed. & Student Development Theories | |
| COUN 8030: Counseling Practices | |
| COUN 8850: The College Student Experience & Personnel Work in Higher Ed | |
| COUN 8820: Crisis and Emergency Management in Higher Education | |
| COUN 8940: Diversity and Wellness Issues in Higher Education | |

Address: _____

Phone #: _____

UNO Email Address: _____

Field Experience Site Information

Institution: _____

Department: _____

Site Supervisor: Name: _____

Site Supervisor Phone: _____

Site Supervisor Email: _____

Agreed upon Guidelines, Roles, and Responsibilities of the Field Experience (if using current employment position, please discuss new role/tasks that you will be adding to your current position) – use space below to answer:

Please email all completed information to your SAHE Faculty Advisor for approval. Upon review, students who meet requirements for the course will receive a permission number via email to be used when enrolling in the course for 3 credit hours.

Emailing this completed information to the SAHE Faculty Advisor verifies I have read and agree to the policies, procedures, and requirements of SAHE COUN 8450 as outlined in this manual.

Appendix B
Student Evaluation, Completed by Site Supervisor

Department of Counseling
University of Nebraska Omaha

SITE SUPERVISOR EVALUATION OF STUDENT

Student's Name:

Dates of Supervision: *From:* _____ *To:*

The professional growth of graduate students during their field experience course is of the utmost importance. Please complete this evaluation of the student listed above based on the areas outlined below by circling the number that best corresponds with the student's demonstrated skill set, or by selecting "N/O" for "not observed". Please review your evaluation with your employee/student. Both site supervisor and student should sign and date this form before sending it with the student to return to the faculty supervisor. *NOTE: NASPA Professional Competencies (2010) are utilized with this evaluation.*

RATING SCALE: 1) Inadequate; 2) Beginner; 3) Competent; 4) Advanced; N/O) Not Observed

PROFESSIONAL BEHAVIOR

| | | | |
|---|---|---|---|
| 1. Attendance | 1 | 2 | 3 |
| 4 N/O | | | |
| 2. Willingness to perform professional responsibilities | 1 | 2 | 3 |
| 4 N/O | | | |
| 3. Timeliness of completing work and/or reports | 1 | 2 | 3 |
| 4 N/O | | | |
| 4. Preparation for and follow-up with students | 1 | 2 | 3 |
| 4 N/O | | | |
| 5. Participation in staff meetings | 1 | 2 | 3 |
| 4 N/O | | | |
| 6. Communication skills | 1 | 2 | 3 |
| 4 N/O | | | |
| 7. Writing skills | 1 | 2 | 3 |
| 4 N/O | | | |

Comments:

HELPING SKILLS

| | | | |
|--|---|---|---|
| 1. Practices active listening skills | 1 | 2 | 3 |
| 4 N/O | | | |
| 2. Facilitates problem-solving | 1 | 2 | 3 |
| 4 N/O | | | |
| 3. Establishes rapport with students | 1 | 2 | 3 |
| 4 N/O | | | |
| 4. Ability to handle crises | 1 | 2 | 3 |
| 4 N/O | | | |
| 5. Attends to building cultural competency | 1 | 2 | 3 |
| 4 N/O | | | |

Comments:

LEADERSHIP

| | | | |
|--|---|---|---|
| 1. Expresses values/beliefs as professional leader | 1 | 2 | 3 |
| 4 N/O | | | |
| 2. Understands campus cultures (student, academic, etc.) | 1 | 2 | 3 |
| 4 N/O | | | |
| 3. Understands institutional/organizational structure | 1 | 2 | 3 |
| 4 N/O | | | |
| 4. Ability to engage in cultural dialogue | 1 | 2 | 3 |
| 4 N/O | | | |
| 5. Advocates for change/innovation | 1 | 2 | 3 |
| 4 N/O | | | |

Comments:

ETHICAL & LEGAL CONSIDERATIONS

| | | | |
|--|---|---|---|
| 1. Identifies ethical dilemmas in work setting | 1 | 2 | 3 |
| 4 N/O | | | |
| 2. Actively seeks consultation with staff | 1 | 2 | 3 |
| 4 N/O | | | |
| 3. Adheres to office policies and procedures | 1 | 2 | 3 |
| 4 N/O | | | |
| 4. Behaves in accordance with state laws | 1 | 2 | 3 |
| 4 N/O | | | |

Comments:

STUDENT LEARNING & DEVELOPMENT

| | | | |
|--|---|---|---|
| 1. Applies theory with students/programs | 1 | 2 | 3 |
| 4 N/O | | | |

- | | | | |
|---|---|---|---|
| 2. Understands limitations in applying theory | 1 | 2 | 3 |
| 4 N/O | | | |
| 3. Promotes student learning and development | 1 | 2 | 3 |
| 4 N/O | | | |

Comments:

PROFESSIONAL FOUNDATION

- | | | | |
|--|---|---|---|
| 1. Ability to articulate professional goals | 1 | 2 | 3 |
| 4 N/O | | | |
| 2. Recognizes needs/opportunities for growth | 1 | 2 | 3 |
| 4 N/O | | | |
| 3. Receptive to feedback | 1 | 2 | 3 |
| 4 N/O | | | |
| 4. Awareness of attitudes/values/beliefs | 1 | 2 | 3 |
| 4 N/O | | | |

Comments:

ADDITIONAL COMPETENCIES

- | | | | |
|--|---|---|---|
| 1. Ability to effectively use technology | 1 | 2 | 3 |
| 4 N/O | | | |
| 2. Uses/applies social media on internship | 1 | 2 | 3 |
| 4 N/O | | | |
| 3. Ability to conduct assessment/evaluation | 1 | 2 | 3 |
| 4 N/O | | | |
| 4. Ability to write assessment/evaluation report | 1 | 2 | 3 |
| 4 N/O | | | |

Comments:

STRENGTHS:

AREAS FOR IMPROVEMENT:

ADDITIONAL COMMENTS:

SIGNATURES

Student Signature

Date

Primary Site Supervisor Signature Date

Secondary Site Supervisor (*if applicable*) Date