

Title: **Field Placement of Students**
Date of Current Version: **December 2018**
Replaces Version: **April 2012**

Background

The Center offers students the opportunity to participate in a variety of applied learning opportunities. The intent of field placement is to expand the student's knowledge of older adults and the aging process and to support The Center's delivery of programs and services.

General Guidelines

1. Student field placements shall not take priority over programming and activity interests of participants.
2. Student field placements at The Center are unpaid.
3. The Center must have sufficient staffing and space to make the field experience beneficial for both the student and The Center.

Requests and Requirements for Student Observation or Field Placement

1. Individual requests from students to observe The Center services, classes, or activities must be pre-approved by The Center coordinator or designee, and the class or activity leader when necessary.
2. Requests for field placement must be submitted to The Center staff verbally or in writing by the student or supervising faculty, and shall be approved by the coordinator.
3. Students must develop and submit to their supervising staff member a plan and/or learning contract for the field placement. The document must be reviewed, approved, and signed by the supervising faculty (if applicable), Center staff serving as field/practicum instructor and/or task supervisor, and student. A copy of the approved plan shall be given to The Center coordinator or designee. Any modifications to the plan shall be made in consultation and with the approval of the supervising faculty, supervising Center staff, and student.

Expectations of Students

1. Field placement students must review and sign a Center confidentiality agreement.
2. Students shall dress, conduct themselves, and carry out assigned tasks in a professional manner.
3. City-provided services are to be used only when completing assigned job responsibilities at The Center.
4. Students shall not accept gifts with a value greater than \$3.00 from participants.
5. All students shall wear visible name tags when working.

Student Evaluation

1. All students work under the direction of the Coordinator or designee.
2. Students are given feedback and guidance related to their placement performance on an ongoing basis individually and in consultation with the supervising faculty member (if applicable).

3. To achieve a successful learning experience, planned student activities may be modified during the field placement as needed. Any changes must be approved by the supervising faculty (if applicable), Center coordinator or designee, and student.
4. The Center coordinator or designee shall complete all evaluation forms and documentation required by the university for student field placements in a timely fashion.
5. Early termination of a student field placement shall comply with applicable policies of the City of Iowa City and the student's educational institution, and require the approval of The Center coordinator.

Administration

The primary responsibility for a student's professional training and research rests with the student's educational institution. A professional level staff member of The Center serves as the student's field/practicum instructor and/or task supervisor, supervising day-to-day activities of the student and assuring that they are provided with the experiences necessary to meet the agreed upon educational objectives and support the provision of programs and services offered by The Center.

Approved by the Senior Center Commission on: April 18, 2019