

HUMN 490: Humanitarian Affairs Field Experience

Applicable beginning Fall 2017

GUIDELINES AND REQUIREMENTS

To qualify for a field experience, you must meet the following requirements:

1. Be enrolled in the Humanitarian Affairs Minor;
2. Have completed the required course prerequisite HUMN 201;
3. Have no less than a 2.0 GPA;
4. Have junior or senior standing; and,
5. Have obtained permission of the Humanitarian Affairs Coordinator by submitting the Field Experience Application.

To complete this Field Experience, the student must enroll for the **3-credit** field experience HUMN 490 course and complete a minimum of **180 work hours** (voluntary or paid) with the approved Field Experience organization. A student should not attempt to carry more than 16 credit hours of coursework when enrolled in the HUMN 490 during a regular semester. The Field Experience is offered as a course so you must register and pay tuition to receive credit.

Before registering for HUMN 490 it is necessary to complete steps 1-5 of the following list. The remaining course obligations are listed below under "Field Experience Requirements."

Recommended Process for Arranging a Field Experience

1. It is up the student to locate and secure a possible relevant field experience. The purpose of the field experience is to provide students with experiential learning; therefore, positions that involve purely routine, low-skill clerical work are not acceptable. Field experience positions are seldom paying positions; students trade their labor for the opportunity to learn. You should discuss the field experience with the Minor Coordinator before committing, particularly if course credit is required by the provider.
2. During the interview, discuss the nature of the field experience being offered, and attempt to ascertain if it is the type of experience you want to have. Be sure to ask questions about the tasks you will be expected to do and express an interest in getting involved in specific activities which will expand your knowledge and skills. Be sure that the field experience will be substantive enough to meet the course expectations as described to you by the Minor Coordinator.

3. Submit the *Field Experience Application Form* to the Minor Coordinator. Pre-approval is required for course credit. Field Experiences must be completed during the semester course credit is awarded.
4. Complete the *Field Experience Training Agreement* form with the provider. Return the form to the Minor Coordinator within the first week of the experience. Failure to do so will result in an automatic drop from the course.

Field Experience Requirements

To avoid grade penalties, all of the following must be met. You must complete these requirements before a grade can be submitted. You must submit all requirements by the last day of courses during the Fall and Spring semesters or you will receive an incomplete. If your field experience occurs during the summer session, you will automatically receive an incomplete and have until October 1 to submit the requirements to the Faculty Coordinator. This allows you to focus on the needs of your experience organization during the shorter time period.

- 1) Complete the 180 of work hours required.
- 2) **Daily Log:** Keep a daily log that reports the days and hours worked as well as comments about each day's activities. Entries may be brief but they should provide a sense of what activities were engaged in each day as well as personal reactions to these experiences. Entries can be used to help generate ideas for the research paper and the career report. The daily log also provides a mechanism for documenting the number of hours worked. Submit this to the faculty coordinator at the end of the field experience.
- 3) **Career report:** This is a brief reflective paper (2 single spaced pages). In it students will comment on how the experience has influenced their thinking about career goals and plans. Topics may include a choice made, the choices being considered, the positive and negative aspects of a possible career, and strategies for reaching career goals. Note connections to the Humanitarian Affairs minor. Submit this to the faculty coordinator at the end of the field experience.
- 4) **Research paper:** This is a paper in which the student investigates an issue that is related to their field experience (10-12 pages). It may be on a topic that the student has worked on during the experience, but **may not** be a product produced by the student for the experience provider. The goal is to help place the experience in a broader context so that the student may see how unique or common their exposure to an issue has been. Because it is a research paper students are expected to use academic sources and reference them. Students should also avail themselves of the resources at their disposal in their experience. This includes documents and reports produced by the organization and informal discussions with those providing and

supervising the experience. Students should contact the Field Experience Faculty Coordinator no later than one-half way through the experience to obtain approval for their topic.

- 5) **Evaluation Forms:** Student should complete the *Student Evaluation of Experience Form* to the Faculty Coordinator. Student should provide field experience coordinator with *Experience Provider Evaluation of Student Form*. Providers may complete the form and submit directly to the faculty coordinator or they may place completed form in sealed and signed envelope for the student to return unread to faculty coordinator.

FINAL GRADE

Your final grade in the course is based on your field experience provider's evaluation of your performance, your paper, and your meeting various administrative requirements (e.g., deadlines, required forms and information).

**James Madison University
Humanitarian Affairs Program**

FIELD EXPERIENCE TRAINING AGREEMENT

DIRECTIONS: The student should fill in the following blanks with complete and accurate information. The Work Schedule on page two should be completed in consultation with the field experience provider. This agreement must be signed by the student, the field provider, and the Humanitarian Affairs Coordinator at the beginning of the experience.

Student's Name _____ Student ID # _____

Student's Address _____

Email _____ Phone _____

Name and Address of organization providing the experience

Immediate Supervisor _____ Phone _____

Begin Date _____ End Date _____

Hours expected to complete _____

Faculty Coordinator _____ Phone _____

Email _____

AGREEMENT

THE STUDENT AGREES TO THE FOLLOWING:

- Report to work on the assigned days and hours.
- Understands that the field experience provider must profit from the student's assignment in order to justify working with him/her and providing him/her with this valuable experience.
- Perform all assigned tasks to the best of his/her ability.
- Be available for consultation with the faculty coordinator to discuss the status of the experience.

THE FIELD EXPERIENCE PROVIDER AGREES TO THE FOLLOWING:

- Provide the student with practical work experience of professional relevance.
- Assign work to the student in accordance with courses studied for the Humanitarian Affairs minor at James Madison University.
- Be willing to provide a mutually agreed time for the Humanitarian Affairs adviser to meet with the student intern and the field experience provider, if possible.
- Discuss with the faculty coordinator any misunderstandings or termination of the position before taking action.
- Assist the faculty coordinator in evaluating the student's performance.

THE HUMANITARIAN AFFAIRS FACULTY COORDINATOR AGREES TO THE FOLLOWING:

- Be available for consultation at mutually agreed times, with the other signatories of this agreement.
- Make every effort to visit, by mutually agreed appointment, the student and the field experience provider at the work place. In some cases, a telephone conversation will substitute for the visit.
- Meet and/or talk with the field experience provider to evaluate the student's performance.

WORK SCHEDULE

Field experience Begin Date: _____ End Date: _____

Anticipated Work Days (PLEASE CIRCLE):

Monday Work Hours: From: _____ AM/PM To: _____ AM/PM

Tuesday Work Hours: From: _____ AM/PM To: _____ AM/PM

Wednesday Work Hours: From: _____ AM/PM To: _____ AM/PM

Thursday Work Hours: From: _____ AM/PM To: _____ AM/PM

Friday Work Hours: From: _____ AM/PM To: _____ AM/PM

Conditions or comments on work schedule/Note any anticipated deviations

Signatures

STUDENT DATE _____

Experience Supervisor DATE _____

Humanitarian Affairs Faculty Coordinator DATE _____