

# **THE UNDERGRADUATE FIELD EXPERIENCE**

## **The Department of Peace and Conflict Studies**

### **University of North Carolina Greensboro**

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Agencies and organizations that participate in the field sequence are selected because of the potential opportunities for student learning, unique program focus, geographical locations, and direct application of conflict transformation skills and knowledge. Every agency must have staff members that are professionally able to support, mentor, and appreciate conflict transformation skills and knowledge.

### ***The Field Site***

1. The field site will provide access to staff, and services necessary for basic learning and educational training. The field site should provide the student with a variety of experiences.
2. The field site, in cooperation with the University of North Carolina Greensboro's Department of Peace and Conflict Studies, will provide an on-site supervisor who will be responsible for the assignments and responsibilities of the Intern and be the student's mentor. Site supervisor's will assist in the development of the students learning objectives and can also help students obtain a sense of organizational culture, as well as monitor the log of hours for the student.
3. The site supervisor will develop a work plan within the first few weeks of field placement. This is in addition to the general field contract required by the University; a copy of the contract is kept by the agency and the University (in the student's file).
4. The agency must complete and sign the field contract with the UNCG Department of Peace and Conflict Studies prior to the commencement of field experience.

### ***The Site Supervisor***

The site supervisor will possess a Master's degree or have professional experience in conflict transformation or a related academic field or discipline. Where this is not possible, a faculty member from the department of Peace and Conflict Studies will work with the student and site adding to the supervision. The site supervisor, in conjunction with the student, has a major responsibility for making the field experience a worthwhile learning experience. In general, the site supervisor is expected to meet the following requirements:

1. The agency and/or site supervisor will provide the student with a comprehensive orientation to the placement site. Thereafter, students will receive at least one-half hour of on-site supervision, feedback, and review each week.
2. The site supervisor will develop a work plan with the student within the first few weeks of field placement. A copy of the plan will be given to the student to be placed in their file in the Department office at the University.

3. The site supervisor will evaluate each student the final week of the semester using forms provided by the University of North Carolina Greensboro's Department of Peace and Conflict Studies. Supervisors will evaluate the student's achievements and need for improvements in the areas of substantive knowledge and practice skills, professionalism, as well as teamwork.
4. The site supervisor agrees to contact the field faculty once they have met with the student and developed a learning contract. The site supervisor agrees to contact (email is acceptable) the field faculty once again during the semester to advise as to how the field experience is proceeding. Finally, the site supervisor agrees to contact the field faculty should any problems or concerns arise throughout the semester.

### ***The Student***

The student is expected to perform his or her duties in a professional manner. The field site is to be treated as if it were your place of employment. Professional relations can help you create useful and lasting contacts. You will be responsible for the following:

1. Students will obtain liability insurance through UNCG.
2. Students will observe all agency policies, structure, procedures and requirements. Following the agency orientation and the apprenticeship procedures, the student will provide conflict transformation expertise in collaboration with agency professionals with the direction and supervision of the Site Supervisor.
3. Students are responsible for all parking and travel costs incurred. Some sites may provide meals and other benefits at their own discretion. This program does not require nor request that any site provide meals or other benefits.
4. Students are responsible to the site supervisor for the agreed upon hours of agency related activities and obligations during the field placement, in addition to class hours, assignments, and responsibilities on campus. In the event that agreed hours cannot be kept due to illness or an emergency it is the responsibility of the student to provide the site supervisor with a courtesy call informing them of your absence.
5. Students will keep complete records of the work that has been assigned them by the site supervisor for review by the faculty member teaching the field experience during the given semester. At minimum, the records of the student will include a weekly log form and project notes of activities. This log of hours should be reviewed periodically with the site supervisor and initialed.
6. Students will evaluate their placement setting during the final week of the semester. The student must submit the *Student Evaluation of Field Site* form in order to receive a final grade.
7. Student agrees to keep the confidentiality of the field site.

8. If a student experiences any difficulty while at the worksite, it should be reported immediately to the PCS field faculty. Such problems may include lack of supervision, inadequate supervision, inability of the supervisor to delegate responsibilities and tasks, impaired staff relationships, and inappropriate or inadequate assignments.

Under no circumstances is the student to leave the organization or agency without first having discussed the situation with the Colloquium faculty member.

### ***The Field and Colloquium Faculty***

The faculty serves as liaison between the University of North Carolina Greensboro and community learning and field organizations, agencies, or other sites. The Colloquium instructor and field faculty for the residential and online students are responsible for maintaining relationships with each agency, providing practice guidelines and clarification of the field experience role as needed, intervening in instances where modification, assistance, and student support is needed. The field experience remains a student driven experience in which the faculty and Department Chair can provide guidance and assistance as needed. In relation to the placement, the faculty:

1. Develops relationships with field agencies and site supervisors.
2. Manages all necessary paperwork in order to solidify eligibility of agencies to place students. Once the required contracts have been completed and distributed to appropriate parties the field experience can begin.
3. Consults with students and supervisors if concerns and challenges arise.
4. Stays in contact with site supervisors.
5. Works with site supervisors when it becomes necessary to discontinue placement at a site.

The faculty teaching the practicum:

1. Guides the student in integrating and reflecting on the program-required competencies, conflict theory, and group dynamics.
2. Supervises the student's experience through discussion board questions, preparation of the ePortfolio, and integrative project for presentation in the classroom.
3. Helps each student evaluate his or her experiences, reflect on the skills and competencies gained in the program experience, recognize areas of growth, and identify areas for further development.
4. Assigns a final grade for the field experience. The faculty member will use the supervisor's evaluation to complete this task and consult the site supervisor in this function if needed.