COOPERATIVE FIELD EXPERIENCE 4660
(Revised July, 2013)

Department of Psychology
UW-Platteville

PURPOSE

The Cooperative Field Experience (CFE) program is designed to provide students with an opportunity to enhance their education with practical experience. This may be accomplished by entering into an agreement with an organization (business, industry, government, public or private institution) which carries CFE approval, or for a work experience related to the student's area of academic interest. The organization may be one which currently carries CFE approval, or one which is sought out by the student and for which approval is obtained.

GUIDELINES FOR CFE

A. Qualifications:

The student will provide documentation that he or she meets the following requirements:

1. Completion of at least 60 credits with a minimum G.P.A. of 2.5 overall, prior to registration for the CFE. Of those 60 credits, 15 credits must be of appropriate course work in psychology with a minimum G.P.A. of 3.00.

2. Completion of all general requirements in English, speech and mathematics, as stipulated by the College of Liberal Arts and Education.

3. Approval by appropriate psychology faculty including the CFE supervisor and academic advisor.

4. Approval and acceptance by the agency and on-site supervisor for the proposed CFE.

5. Completion of 15 hours of human service related volunteer or work experience (such as tutoring, mentoring, teaching Sunday school, coaching, answering a crisis line, working with Habitat for Humanity, working as a camp counselor, serving meals at a homeless shelter, leading activities at an assisted living facility, etc.).

B. Number of Credits:

The CFE in psychology may be taken for a total of one to eight credits. Four credits may be counted toward the major; up to three credits may count toward the minor; at least three credits are required for the Human Services Emphasis and the Substance Abuse Counseling Emphasis; up to eight credits may count toward the 120 credits required for graduation. No more than one credit may be earned per 40-hour CFE experience.
C. **Application Procedures:**

1. Arrangements for the Cooperative Field Experience must be completed in the semester **PRIOR TO** the semester in which the CFE is to begin. The CFE supervisor should be contacted no later than mid-term of the previous semester.

2. After consultation with the CFE supervisor, the student should complete the “Department of Psychology Application for Cooperative Field Experience Program” form. This will involve the student setting up an interview with the on-site supervisor in order to obtain his or her signature and to create a learning plan. Students will need to supply the agency supervisor with a copy of the completed application form. In addition, the agency will most likely require a resumé from the student showing relevant coursework and experience. The completed CFE application is then returned to the departmental CFE Supervisor and the student is given permission to register for the CFE.

3. A criminal background check will be required. The student will be given the paperwork by the CFE supervisor, to be completed and returned to the department program assistant who will then process the background check.

4. A student may not register for a CFE either while the work is already in progress or after the work has been completed.

D. **Student Responsibilities:**

1. Allowing sufficient time for departmental approval prior to registration, the student shall complete and return to the departmental CFE supervisor all required paperwork.

2. The student shall construct a resume showing relevant coursework and experiences.

3. The student will keep a journal or log of all experiences related to the CFE. This journal shall be updated on a daily or weekly basis as appropriate.

4. The student shall supplement the experiential aspects of the CFE with appropriate reading in theory, research and practice.

5. The student shall confer with the departmental CFE supervisor as deemed necessary by the supervisor.

6. A final report/paper will be submitted to the departmental CFE supervisor at the completion of the student's CFE. This report/paper, written in accordance with APA standards, shall be an integration of the reading, observation, participation and student evaluation of aspects of the CFE. The CFE supervisor shall specify the expected composition of the report, for example length, material to be included, order of presentation etc. The development of these specifications shall take into account such factors as the number of credits expected to be earned, the type of CFE experience, the goals the student previously submitted as part of his/her application and the needs of the agency involved.

7. The student must appreciate the fact that CFE is a privilege, not a right. Attitude, maturity, ability to relate and the ability to assume all of the above responsibilities, as well as an earnest desire to complete a CFE for its own sake, are factors taken into account before permission is given for enrollment.

8. In addition, students are responsible for:
   - a. complying with the policies, procedures, standards, and practices of the Agency;
   - b. obtaining any uniforms required by the Agency;
   - c. providing his or her own transportation and living arrangements;
d. reporting for program activities on time;
ed. maintaining his or her own health records and providing his or her own health
insurance coverage and documentation as required by the Agency;
f. complying with the policies, procedures, standards, and practices of the
University; and
g. maintaining the confidentiality of patient or client records and information.
h. complying with the policies, procedures and requirements of the UW-
Platteville International Academic Placement Office (applies to international
placements only).

9. **ONCE PERMISSION IS GRANTED, THE STUDENT RECOGNIZES THAT HE OR SHE REPRESENTS THE
DEPARTMENT AND THE UNIVERSITY DURING THE COURSE OF THE EXPERIENCE. THE STUDENT IS
EXPECTED TO APPROACH THIS EXPERIENCE WITH MATURITY AND A COMMITMENT TO EXCELLENCE,
KNOWING HIS OR HER ETHICAL RESPONSIBILITIES AS OUTLINED BY APA STANDARDS.**

E. **Responsibilities of the Supervising Faculty Member:**

1. A copy of the final report/paper, journal/log, and the letter of recommendation
and/or departmental evaluation form shall be archived with the department.

2. Prior to enrollment in the CFE, the departmental CFE supervisor shall meet with
the student to ensure that approval can be obtained prior to the registration
period. **No student shall be allowed to register without prior approval.**

3. The departmental CFE supervisor shall be responsible for assisting in the initial
proposal development with the student.

4. The CFE supervisor shall be available to the on-site supervisor.

5. The CFE supervisor shall initiate two or three written student evaluations to be
completed by the on-site supervisor at appropriate intervals.

6. The CFE supervisor shall schedule a face-to-face meeting with the on-site
supervisor, the agency and the student (if appropriate) either at mid-term, the
end of the CFE, or both, to review all areas.

7. The CFE supervisor shall act as departmental liaison person in all matters with
the cooperating agency and on-site supervisor, and be readily available to advise
the student.

8. The CFE supervisor shall monitor the student's progress and assign a grade based
on an evaluation of all materials submitted and utilizing input from the on-site
supervisor.

F. **Responsibility of the Agency and On-Site Supervisor:**

1. The on-site supervisor is the single most important person in a network of the
student, psychology department, faculty supervisor and agency sponsoring the CFE.
The supervisor will make a number of important decisions from the beginning of the
CFE process to the final grading of the student.

2. The psychology department and CFE faculty supervisor are ultimately responsible
for recommending a particular student to a specific agency and field placement.
Once initial contact has occurred via the CFE faculty supervisor or the student
directly, the application process begins! All necessary information and materials
to aid in facilitating the application process will be provided.

3. The agency and on-site supervisor will review the student application materials
and resume (if required) and determine whether the student is an appropriate
candidate for a specific CFE.
4. An interview is then usually conducted, following which the agency or on-site supervisor informs the faculty supervisor of their decision regarding the student's suitability and acceptability for the particular CFE.

5. Once the application procedure is completed and the student has been selected for the CFE, a learning plan will be created. Included in the learning plan would be a description of the activities and responsibilities to be assigned to the student as well as any required qualifications. The University System contract relative to liability and responsibility shall also be completed.

6. Throughout the semester (or summer session) of the CFE, the student, faculty supervisor and on-site supervisor shall stay in close contact to facilitate the most mutually beneficial relationship practical.

7. The on-site supervisor shall complete two or three student evaluations at appropriate intervals during the CFE.

8. A face-to-face meeting (or teleconference) with the faculty supervisor shall be scheduled at the convenience of the agency, the on-site supervisor, and the student (if appropriate), to identify strengths and limitations, to review goals and methods, and to evaluate student's progress. This meeting should occur whenever necessary, but usually is scheduled around the mid-term of the CFE.

9. It is expected that the specific and general evaluations of the student's work will be conducted by the faculty supervisor and the on-site supervisor as the liaison during the semester (or summer session). However, the on-site supervisor shall have primary responsibility for evaluating the quantity and quality of the student's work during the CFE.

10. Although the faculty supervisor is responsible for assigning the student's final grade, it is expected that any student enrolled in a CFE will consult with the on-site supervisor and coordinate efforts in the evaluation process before making a final grade determination.

11. If at any time the agency or on-site supervisor has any questions or concerns, correspondence or direct contact with the faculty supervisor is welcomed and appreciated.

GUIDELINES FOR THE CFE JOURNAL

Due to the unique nature of each student's CFE, any stated guidelines must be of a general nature. It is expected that any student enrolled in a CFE will consult with the CFE faculty supervisor to ensure that all the requirements for the CFE Journal will be met.

The format for the CFE Journal is episodic in nature. That is to say that each time the student fulfills part of the CFE experience, a notation is made in the student's journal. This notation consists, as a minimum, of the date, the amount of time involved and a detailed summary of the student’s thoughts, feelings, and behaviors regarding the day’s experiences and events. Additional comments and personal observations, while not strictly necessary, will in almost every case prove beneficial to the student.

It is expected that the student will be knowledgeable about and apply the appropriate ethical guidelines as stated by the American Psychological Association both during the course of the CFE and the writing of the journal. Specifically it is expected that the student will maintain all appropriate aspects of confidentiality concerning the identity of any individuals that the student comes into contact with during the course of the CFE.
GUIDELINES FOR CFE TOPICAL RESEARCH PAPER (OPTIONAL)

If the agency, on-site supervisor, faculty and student decide that research is appropriate, desirable and/or necessary as a part of the CFE, a formal written research paper may be a required part of the student's CFE.

Research at some agencies will be more practical than at others. In some cases the agency may have an established research program in which the student can participate.

If a research paper is to be a major part of the student's final report, it should follow the appropriate guidelines and style listed below and in conjunction with APA style or other established English usage principles and techniques.

Students should follow the outline below for the “Final CFE Report” when writing their “CFE Topical Research Paper.”

GUIDELINES FOR WRITING THE FINAL CFE REPORT (REQUIRED)

Although each CFE report is expected to be a unique reflection of the individual needs and goals of the student and his or her CFE experience, each student is expected to follow the following organizational structure when submitting the final report.

A. Style

The submitted final report/paper shall conform to all applicable APA format/style specifications.

B. Contents

All reports/papers submitted for CFE credit shall contain the following sections:

1. Title Page
2. Introduction
   
   This section should contain sufficient information to inform the reader of the important aspects of the CFE. Included could be a description of the CFE, workplace environment, statement of duties, supervisor(s) and their duties, description of clients served, and/or any other information that would serve to enhance the readers' understanding of the student's particular CFE.

3. Review of Literature

   This section provides the reader with a comprehensive analysis of the literature related to the various aspects of the student's CFE. The amount and depth of this search and review will be dependent on the range of credits that the student is applying for, however, in no case shall the number of citations involved be below three.

4. Main Body

   In this section, the student shall provide an analysis of his or her CFE experience in terms of both the experience itself and an integrated comparison/contrast of the related literature with this experience. The student is reminded that ethical reporting standards as outlined by the American Psychological Association must be followed. If a student cites material verbatim from a source, that material should be in quotations and a page number should be cited. The summarization of material is always preferable to quotations.
5. Summary Statement

In this section, the student provides the reader with a summary statement of the Cooperative Field Experience. This section should include both an evaluation statement as well as a recommendation concerning the viability of this CFE. The evaluation statement(s) is to be based on the student's perspective of the experience and is separate from the evaluation provided by the Cooperating Agency Supervisor.

6. Appendix (optional)

This section would contain any additional material that you feel would be helpful in explaining or evaluating the CFE. For example, if you received any inservice training the materials you received could be placed here.

7. References

This section not only contains the appropriate reference information related to your review of literature section, but may also contain references to additional sources that are applicable to the CFE.

C. Due Date

The paper is due the last day of regular classes unless prior approval is granted by the CFE faculty supervisor.

NOTE: The above material was intended to provide only a set of guidelines for your report. The student is expected to consult with their CFE Faculty Supervisor to ensure that the final report meets the needs of his or her unique CFE as well as the guidelines of the Psychology Department.

CFE Coordinators/Faculty Supervisors
Marc K. Wruble, Ph.D. (608) 342-1768
Elizabeth A. Gates, Ph.D. (608) 342-1724
UNIVERSITY OF WISCONSIN-PLATTEVILLE
Student Name: ________________________________________________________________

Overall GPA (estimate): ___________ Psychology GPA (estimate): ___________

Have you completed at least 60 credits? (including Psychology credits)
    YES _____  NO _____ (short how many _____)

Have you completed at least 15 credits of Psychology?
    YES _____  NO _____ (short how many _____)

Have you completed at least 15 hours of volunteer/work experience in human services?
    YES _____  NO _____ (short how many _____)

Please list relevant Psychology courses you have completed or that are currently in progress (include course number):

__________________________________________
__________________________________________
__________________________________________
__________________________________________
__________________________________________
__________________________________________
__________________________________________
__________________________________________

Student Address during CFE: _______________________________________________________

Permanent Address: __________________________________________________________________

Phone number during CFE: ____________________________ Permanent Phone:______________________

Email address: _______________________________________________________________________

Student CFE Position or Title: _______________________________________________________

Agency name: _______________________________________________________________________

Address of Agency: __________________________________________________________________

Name of on-site Agency CFE Supervisor (clearly printed): _________________________________

Phone Number of Agency CFE Supervisor: _____________________________________________

E-mail Address of Agency CFE Supervisor: _____________________________________________

Proposed dates for CFE: Initiation: _______________ Completion: _______________

Number of academic credits requested for the CFE: ________________
Students are responsible for:

a. complying with the policies, procedures, standards, and practices of the Agency;
b. obtaining any uniforms required by the Agency;
c. providing his or her own transportation and living arrangements;
d. reporting for program activities on time;
e. maintaining his or her own health records and providing his or her own health insurance coverage and documentation as required by the Agency;
f. complying with the policies, procedures, standards, and practices of the University; and
g. complying with the policies, procedures and requirements of the UW-Platteville International Academic Placement Office (applies to international placements only).

h. complying with the policies, procedures and requirements of the UW-Platteville International Academic Placement Office (applies to international placements only).

Attach a written learning plan of your Cooperative Field Experience using the following outline. The plan must be attached to this form when signatures are obtained.

I. Description of CFE Responsibilities: Summarize the experiences and activities you will engage in during your CFE.

II. Goals and Objectives: Describe in observable, measurable, and behavioral terms what you want to learn through this experience. For example, what skills, competencies, and or concepts will be addressed in your CFE?

III. Evaluation: Specify the methods that will be used to demonstrate achievement of your goals/objectives. State specifically that, at a minimum, you will be evaluated in four ways: 1) Your CFE agency supervisor will complete two written evaluations of you (one at your midpoint and one at the end of your CFE); 2) The CFE coordinator from the Psychology Department at UW-Platteville (either Dr. Wruble or Dr. Gates) will complete an on-site visit near the end of your CFE; 3) You will complete a journal in which you reflect upon and record pertinent information regarding your CFE experiences; and 4) You will complete a CFE final report and/or CFE topical research paper.

The student’s signature on this application indicates that he or she is in compliance with all applicable requirements as set forth by the University, College of Liberal Arts and Education and the Department of Psychology concerning a Cooperative Field Experience.

_________________________  ________________________
CFE Student Signature      Date

_________________________  ________________________
Faculty Advisor Signature  Date

_________________________  ________________________
Department CFE Faculty Supervisor Signature Date

Supervisors are responsible for:

a. providing a complete placement description;
b. working with the CFE student in creating a learning plan;
c. completing two (or three, if needed) written evaluations;
d. providing their name, contact and credential information.

_________________________  ________________________
CFE Agency Supervisor Job Title: Date

_________________________  ________________________
CFE Agency Supervisor Credentials: Date

_________________________  ________________________
CFE Agency Supervisor Signature Date
ADDITIONAL CFE GUIDELINES: PROFESSIONAL CONDUCT

Participation in a cooperative field experience (CFE) requires conscientious, mature behavior and adherence to the American Psychological Association’s ethical principles. Unprofessional conduct is grounds for dismissal from the CFE at the discretion of the CFE Faculty Supervisor. During this experience, students not only create impressions of themselves, but also formulate impressions of the Psychology Department and the university as a whole. Thus, in addition to reading and agreeing to the terms outlined in the departmental CFE guidelines, the student must also meet the following standards:

1. Students must report to their CFE sites at the times to which they have committed. A CFE is no different from a job. If you are sick or have a family emergency, you must call your CFE supervisor as soon as possible to report your absence.

2. Students should be respectful of their CFE supervisors’ wishes regarding their level of participation at the site. While students should be active participants in their CFE and should seek out meaningful experiences, students should not overstep their boundaries of competence.

3. Students should dress professionally at their practicum site. Jeans, tennis shoes, piercings (other than pierced ears) and immodest dress (i.e. excessively tight clothing, showing cleavage or midriff, and excessively short skirts) are not permitted.

I, ________________________________, have read and agree to the terms as stated above.

Printed Name

__________________________________    ________________
Signature                                     Date