Course Description
CAST 407 – Field Experience (3 S.H.): This course is a field experience designed to allow students to apply their Child Advocacy Studies course content to a professional experiences of individuals and organizations seeking to advocate for healthy children and families. Students will complete 120 hours in an arranged, supervised, and professional organization.

Prerequisites
You must have successfully completed CAST 301 and CAST 302 and be a declared CAST minor before enrolling for CAST 407. It is strongly recommended that you have also successfully completed CAST 401 and CAST 402 prior to enrolling in CAST 407.

Grading
CAST 407 is a pass/no credit course only. In order to pass CAST 407, you will need to: (a) successfully complete 120 hours at your organization/agency, (b) meet all requirements outlined in this handbook, (c) communicate regularly with your faculty supervisor and field supervisor, and (d) complete all requirements on time.

If you do not meet the requirements set out in this handbook, you will not pass the field experience. If you do not pass the field experience, you will make arrangements with the faculty supervisor to make up the requirements. At the faculty supervisor discretion (and only in specific cases), students who do not complete all of the requirements by the end of the semester will receive an incomplete until all work has been completed.

Students are also required to regularly communicate with the faculty supervisor. Students should send emails each week during the field experience. Emails should summarize activities for the week. Emails should include insights about child advocacy, yourself, and the organization/agency (at least four total insights, and one of each specific insight) – things you have learned about child advocacy, yourself, and the organization/agency. Emails should also include a running total of hours. Finally, students must complete a final reflection paper (details below).

Purpose
The purpose of the CAST 407 Field Experience is to acquaint you with a professional role and setting. The field experience is meant to help you more easily transition from the college classroom to professional employment. The experience will give you a chance to try out skills and “try on” a career to see if it meets your needs and expectations. Through the field experience you will continue your education, deepen your knowledge, add to and improve your skills, and enhance your understanding of the complexities the field of child advocacy.

MnSCU Statement on Background Checks
If you have been arrested, charged, or convicted of any criminal offense, you should investigate the impact that the arrest, charge, or conviction may have on your chances for employment in the field you intend or on your chances to obtain federal, state, and other higher education financial aid.
You must also complete the Minnesota Background Study Form (at the end of this document) and return it to Brenda Canar (Start 301) before you begin your field experience. This form is available on the CAST website (www.winona.edu/cast). You will be charged $23 for this process (this will appear on your tuition statement).

Responsibilities of the Student
It is expected that you have professional-level communication (oral and written) skills, will demonstrate basic professional values and behaviors, relate well to others, and work well with groups throughout your experience. At all times, your interaction with colleagues and clients should be cooperative and helpful. Your behavior, dress, and demeanor during the experience should be professional and consistent with the expectations of the organization and site supervisor. Remember, you are representing Winona State University, the Child Advocacy Studies Program, and yourself. You must also abide by the other practices and policies of the site.

The importance of regular communication between you and the site supervisor and with your faculty supervisor cannot be over-emphasized. Keep in mind that the site supervisor may be a primary source for a recommendation for future employment. It is your responsibility to maintain contact with your supervisor and remind him/her of the field experience requirements. It is recommended that you meet with your site supervisor regularly to discuss your progress.

You will likely begin your internship in the observer or training role. During this period in particular, you should not hesitate to ask questions. The goal of the field experience is not for you to become proficient in a single area, but to introduce you to a variety of roles within a particular organization. In addition to your regular duties, you may find it useful to attend professional meetings at your organization, to meet with leaders in the organization, to observe other facets of the organization.

The field experience requires that you complete a minimum of 120 hours actively working within your field experience site. It is your responsibility to arrange a schedule with your site supervisor that allows for these hours to be complete within the semester.

If problems arise, it is best to confront the problem and consult with your site supervisor and faculty field coordinator. Contact the faculty supervisor directly or through the CAST office at 507-457-5420 or 1-800-342-5978.

Responsibilities of Organization and Site Supervisor
The site supervisor is responsible for: (1) orienting the student to the organization’s missions and operating procedures; (2) reviewing with the student learning goals and assisting the student with refining the goals as necessary; (3) designing a work plan for the student; (4) regularly observing and communicating with the student to monitor progress; (5) conducting a final evaluation conference with the student; and (6) completing a final evaluation of the student to be submitted to the faculty supervisor.

The following are additional expectations of the organization and site supervisor.

1. It is expected that the student will be involved in a variety of professional-level activities. Assignment of specific responsibilities and projects along with a range of activities is expected. Besides specific long-term assignments and projects, the student can be flexible and provide assistance to the organization when necessary.
2. It is expected that interns will be appropriately trained and supervised and in return the student’s work will be of value to the organization.
3. The specific work schedule can be somewhat flexible in meeting the minimum number of hours required in a given time. The specific schedule must be set before the internship begins and agreed to by the field supervisor and student.
4. The field experience may be terminated by any party only after discussion and agreement by the student, field supervisor and faculty supervisor.

Responsibilities of Faculty Supervisor
The faculty supervisor is responsible for: (1) assisting the student with registration and paperwork for the field experience; (2) responding to and providing feedback for student discussions within an appropriate time frame; (3) providing timely and appropriate feedback on the final field experience paper; and (4) being a resource for both the student and the site supervisor about the field experience process.

Your Supervision
The faculty supervisor and your site supervisor will both supervise you, but in obviously different ways. Both will be concerned with your professional development and learning. You will, of course, be working with your site supervisor, while the faculty supervisor will monitor your progress through email.

How to Apply for a Field Experience
To apply for a field experience, you must be a declared CAST minor and have successfully completed at minimum CAST 301 and CAST 302. It is strongly recommended that you also successfully complete CAST 401 and CAST 402 before enrolling in CAST 407.

Step 1. Carefully read all the information in this handbook.

Step 2. Make an appointment with the faculty supervisor to discuss your career interests, possible field experience sites, the application process and requirements, and the timeline. Bring a recent copy of your DARS and be prepared to discuss your career goals.

Step 3. Consider organizations where you may carry out your field experience. You are welcome to carry out your field experience anywhere in the world.

With the faculty supervisor’s approval, contact possible field experience sites – do not make arrangements with a field experience site without your faculty supervisor’s approval. It is important that your organization/site supervisor know that you are completing a for-credit field experience.

Explain why you are seeking an field experience with them, when and how many hours you can offer, and any relevant experience you have. You will want to consider how your present yourself and your skills and experience to this organization. In most cases, an up-to-date resume will be useful. Most organizations welcome students.

Step 4. Once you, the faculty supervisor, and an organization have agreed upon the conditions of your field experience (and the appropriate forms have been completed), you will receive a blue card registering you for CAST 407. You must be registered for the field experience before you begin your hours.

Note: It is required that all forms be completed, submitted to, and approved by the faculty supervisor prior to the start of the field experience hours. You may not accumulate hours for the field experience until then. Any hours completed prior to completing the appropriate forms and registering for the field experience will not be counted towards your requirement.

Reduced Student Fees for Distant Internships
If you are carrying out your field experience for an entire term at site more than 50 miles from Winona, you may qualify to pay only half of the Union Facility Fee, Student Life Fee, Athletics Fee, and Health Service Fee. To apply, see http://www.winona.edu/billing/ReducedFeeAuth.htm or review the materials at the end of this document.
Important Information Regarding Your Laptop, If You Walk Through Graduation before Your Internship

If you walk during May or December graduation, you have the option to buy your laptop before your internship and not pay the Laptop Program Fee for your last semester (this is the larger fee, separate from the Technology Fee). If you make this choice, WSU no longer offers service for your laptop. You do have a one-year warranty from the manufacturer, but for service under this warranty you will have to send it to the manufacturer or take it to a certified dealer. For this reason, WSU also offers support at a price lower than the normal Laptop Program Fee. For more information, contact WSU Technical Support.

Field Experience Requirements

Note: Carefully read and carry out these instructions throughout your field experience. If you do not, you will not receive a passing grade.

1. Maintain a detailed log of your work hours.
   Maintain a detailed log of your work hours, to present to your site supervisor and the faculty supervisor. A suggested format is a table with columns showing the: 1) date of each day you worked; 2) number of hours you worked that day; 3) weekly total; 4) signature of your site supervisor for each weekly total (see below). The final log (with signatures) will be due with your final paper at the end of the field experience.

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<th>Weekly Total of Hours Worked</th>
<th>Supervisor’s Weekly Signature</th>
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<td>Jan 5, 2000</td>
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2. Keep in regular communication with your faculty supervisor.
   Keep in regular communication with your faculty supervisor through regularly reading your WSU email. Because you and the faculty supervisor will use email to correspond, and because he/she will use email to communicate with students as a group, you need to check your email regularly. If you are unable to regularly check your e-mail, you must make arrangements with the faculty supervisor before you begin your hours.

3. Write and submit a final paper.
   In your final paper, you should use correct spelling and grammar, use professional formatting, and include proper citations as necessary. Your final paper should be between 5 and 7 full pages. Your paper must include your name, the semester and year you completed your field experience, and the name of your organization. Your paper should first briefly describe the organization you worked for and your regular duties. You should discuss the purpose or goals of the organization, how is the organization organized, and who the organizations serves. This section should be concise and take up no more than two pages of your paper.

   Second, you should describe what you learned during the field experience. Specifically, describe what you learned about yourself (your career goals, your professional values, and your own skills and knowledge), and what you learned about the field of child advocacy. Use specific examples, observations, or stories to illustrate your points (but be sure to maintain confidentiality where appropriate). Be sure to comment specifically on your training and coursework within the CAST curriculum.

   Pay attention to your formatting. Your paper should reflect your professionalism. Use a standard 12-point font. Margins should be set at one inch. The paper should be double-spaced. Carefully check the spelling,
grammar, and punctuation. This final paper is due at the end of the semester (via D2L DropBox) as agreed on by you and your faculty supervisor.
CONTRACT FOR THE CAST FIELD EXPERIENCE

Intern, Site Supervisor, and Faculty Supervisor: Please review this contract and sign at the bottom. A copy of this contract will be given to the student intern, the site supervisor, and the faculty supervisor.

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STUDENT INFORMATION

Name

E-mail

Warrior Tech ID

INTERNSHIP ORGANIZATION INFORMATION

Organization Name

Site Supervisor’s Name

Address

Phone

Site Supervisor’s E-mail

FACULTY FIELD COORDINATOR INFORMATION

Sarah Migas Collins
(507) 457-5650
scollins@winona.edu

This agreement is for the Spring 2015 semester and will be in effect from January 2015 through May 2015.

This student is registered for 3 credits.

Intern Signature       Date

Site Supervisor Signature      Date

Faculty Field Coordinator Signature     Date
# Background Study Form Information

Please Print Clearly!

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Ethnicity:  
- [ ] Asian  
- [ ] Pacific Islander  
- [ ] African American  
- [ ] Native American  
- [ ] Caucasian  
- [ ] Hispanic/Latino  
- [ ] Two or More Races  
- [ ] Unknown/Other  

________ (initial) I understand and agree that the College of Nursing and Health Sciences may use my social security number which is located in the student record system for the purposes of completing the background check only.

Phone # (including area code): ________________________________

Home Address: ________________________________________________

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Other First Names you have used: ________________________________

Other Last Names you have used: ________________________________

Email Address: ________________________________________________

Warrior ID: ________________________________________________

Signature ___________________________ Date ___________________
WINONA STATE UNIVERSITY
College of Nursing and Health Sciences

AUTHORIZATION FOR THE RELEASE
OF STUDENT BACKGROUND STUDY INFORMATION

To Whom It May Concern:

I, ________________________________, hereby authorize Winona State University
(print your name)
located at:

College of Nursing & Health Sciences
PO Box 5838 – 301 Stark Hall
Winona MN 55987-5838
(507) 457-5122

to release information contained in its files (including, but not limited to reports, records and letters or copies thereof) regarding a background study performed by the Department of Human Services, or a request to the Commissioner of Health for reconsideration of a disqualification, to determine my eligibility to participate in a field experience to fulfill the requirements of the Child Advocacy Studies program at Winona State University. This information may be released to the following facilities:

Any facility affiliated with Winona State University’s Child Advocacy Studies program.

I understand that the University will review this information to assess whether I may be permitted to participate in a field experience in its Child Advocacy Studies program.

I understand that I am not legally obligated to provide this information. If I do provide it, the data will be considered private education data under state and federal law, and released only in accordance with those laws, or with my consent. I provide this information voluntarily and understand that I may revoke this consent at any time. A photocopy of this authorization may be used in the same manner and with the same effect as the original documents. This authorization expires one year from the date on my background study clearance.

____________________________________________________________________________________
Student Signature

____________________________________________________________________________________
Home Address     City    State  Zip Code