Application Process

1. Review requirements. Finding an appropriate placement can be time consuming and often requires perseverance. You can use the attached list to get an overview of acceptable sites. Use this best as a guide but please remember that some of these sites are no longer available. In addition you may approach a field placement that is not on the list if you feel it satisfies the requirements. We would be glad to speak with you to discuss potential placements, the interview process and the course requirements (msilverm@barnard.edu, jsheehy@barnard.edu). Ask any questions you may have so we may help you explore appropriate placements. Your place in the course is not guaranteed until we review your application, approve your field placement, and make sure there is room in the course.

2. Find field placement. You may use the placement list or develop your own resources. In addition, please contact us as we have some new potential field placement opportunities. Explore a few, make site visits to determine the best fit of placement and supervisory experience.
   
   a. Arrange to work at least seven (7) hours per week and to begin no later than the first class. The best placements give preference to students who can commit more time.
   
   b. Find an on-site supervisor who has professional training, preferable in an area you might be interested in pursuing. The supervisor must commit to supervise you once per week and to write a final evaluation.

3. Contact us for approval.

4. Write contract. See attached for a model contract. Please personalize and change as needed.
   
   a. Have contract signed
      
      i. Give one copy to supervisor
      ii. Give one copy to us: msilverm@barnard.edu, jsheehy@barnard.edu
      iii. Keep one copy for yourself

Please seek our guidance at any point.
FIELDWORK SEMINAR IN PSYCHOLOGICAL SERVICES AND COUNSELING
COURSE REQUIREMENTS

M. Silverman, Ph.D. and Julia Sheehy, Ph.D.

I. Weekly

A. Attendance and participation in seminar.

B. Reading assignments for seminar.
   i. Summary of reading – vital points
   ii. Read other logs – make comments
   iii. Discussion/Questions

C. Weekly Work Sheet – Objective description of your activity.

D. Weekly Log – Written assignment or evaluation and discussion of your experience from a theoretical perspective.
   i. Read class clogs, written work and give feedback.

E. Field Work – 7 hours – weekly

F. Supervision in the field – weekly

II. At the end of term (3 – 6 pp.)

A. Student's evaluation of:
   i. Self; check list what is good helper, progress from beginning, in future, if you had to do it over;
   ii. Your placement and supervisor;
   iii. Rest of course;
   iv. Class logs.

B. Supervisor’s Evaluation of:
   i. The student’s work – clinical strengths, areas of growth or weakness, responsibilities;
   ii. The field placement experience itself.

III. Suggested but optional

A. Attendance at professional lectures and meetings.

B. Additional reading in your area of interest. Can be chosen in conjunction with your supervision or out of your needs in field, in your work.

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Grade will be based on completion of the above.
FIELDWORK OUTLINE/CONTRACT

Each student must write a contract to be approved by her supervisor and by Professors Silverman and Sheehy to organize and clarify the field work experience. You may use this rough draft or create your own contract. You must be as specific as possible about your duties, responsibilities, role and limitations. The clearer you are before you start the better your experience can be.

When the contract is complete, sign it, have your supervisor sign it, make three (3) copies, keep one, give one to your supervisor, and give one to Professors Silverman and Sheehy if possible before the first class.

The purpose of this note is to clarify and confirm a fieldwork placement to be used toward the requirement in Psychology “Field Work in Psychological Services”, at Barnard College, Columbia University.

(Student’s Name) will be working (___) hours per week on (days) from (time) to (time) during the period from (_______) to (_______).

(Supervisor’s Name) will supervise/teach/work with student (Name) for (time) individually/in a group and agrees to be responsible for guiding (student’s name) in getting a professional experience in psychology/social work/learning about (other).

(Student’s Name) activities will include:

- Observation of: therapeutic services/family therapy/testing/diagnosis/interviewing/individual therapy/clinical research project/etc.
- Attend meetings of staff/directors/conferences for professionals.
- Practice testing/practice (__________).
- Participate in patient activities (__________).
- Lead (_______) activities/tutor/teach/organize (__________).
- Make home visits/take clients to (__________).
- Teach (art, music, child care).
- Read charts.
- Learn assessments.
- Participate in a clinical research study.
- Make referrals as determined by the supervisor.

(Student’s name) responsibilities will include/required tasks in include:

(Supervisor’s name) will write at least one evaluation of (the student’s) progress to be submitted to Professors Silverman and Sheehy at the end of the semester. No grade can be released until this evaluation is received. The evaluation will/will not be shared with the student personally/verbally/in written form.

Readings related to the work will be suggested by supervisor/student throughout.

I fully support/encourage this plan/with the following changes:
APPLICATION for FIELDWORK in PSYCHOLOGICAL SERVICES

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917-589-5934  
jsheehy@barnard.edu

Name: __________________________ Email: __________________________ Phone: ____________

Major: __________________________ Date of Graduation: __________________________

Address: __________________________

Previous Psychology Courses and Grades:

1. __________________________ 6. __________________________
2. __________________________ 7. __________________________
3. __________________________ 8. __________________________
4. __________________________ 9. __________________________
5. __________________________ 10. __________________________

GPA: __________________________

PREVIOUS WORK/VOLUNTEER EXPERIENCE:

PROFESSIONAL GOALS/INTERESTS

SUGGESTED PLACEMENT CHOICE