



Dear Fieldwork Agency,

Golden West College (GWC) offers a Social Work and Human Services Associate of Arts Degree for Transfer. The degree is designed for students interested in the helping profession. The degree consists of a Fieldwork in Social Work/Human Services course in which students must **complete 108 hours** by the end of the semester at a human services agency. The fieldwork course aims to allow students to connect theory to practice through observation and experience at an agency. We greatly value the role of the fieldwork agencies in this process, and this letter serves to introduce the agencies to the goals of the fieldwork course and provide guidance.

The fieldwork course learning outcomes are the following:

- Apply theory and ethical standards to practical situations identified learning objectives within social work / human service profession at the fieldwork site.
- Perform program related work tasks and responsibilities.
- Illustrate compassion, active listening, rapport building, and diversity awareness when working with clients.

Students in the course are responsible for securing a fieldwork placement at a human services agency of their choice. The fieldwork instructor at GWC will provide the student with two forms to be completed by the agency: the Agency's Information Form (completed at the start of the semester) and the Fieldwork Supervisor's Evaluation (to be completed at the end of the 108 hours). On the other hand, the student is responsible for completing two other forms: the Fieldwork Learning Outcomes and the Fieldwork log (returned to the instructor biweekly). The Fieldwork log requires the initials of an agency employee for the completed hours. Detailed instructions on these forms, along with the due dates, will be provided to students and agencies at the beginning of the semester.

We want to extend our heartfelt appreciation for allowing our students to complete their fieldwork hours at your agency. Your cooperation is not only valuable but also instrumental in our students' learning journey. If you have any questions or concerns, please feel free to contact the Fieldwork Instructor, Claudia Alcala.

Sincerely,

Claudia Alcala, MS

Counselor/Fieldwork Instructor

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