Introductory Remarks:

The fieldwork experience provides students with an opportunity to apply knowledge gained in the classroom over the years, and to further develop competence, professional skills, and insight into the health field.

Thus fieldwork experiences are the culmination of the undergraduate student’s education via the Health Department at the State University of New York, College at Cortland. The Health Department considers the experience to be of paramount importance.

Consequently, in consultation with various individuals at various health agencies, faculty members strive to make the experience as worthwhile as possible.

Fieldwork students should recognize that this fieldwork experience intends to serve as a springboard for future service in the health field.
Eligibility for Fieldwork Placement

1. Grade point average of 2.50

2. No "incomplete" courses

3. All required health courses must be completed (includes all professional health courses as well as most health electives)

4. One cannot be on academic probation

Fieldwork Placement Guidelines

• Assess your special career interests and professional goals and discuss them with your advisor, Prof. Wodi or other faculty who might be more familiar with these areas.

• Meet with your faculty advisor to discuss your GPA, academic requirements, and career goals. (Your Fieldwork should be related to your post-college plans)

• Visit the Careers Services Office at ---Van Hoesen Hall to review job or fieldwork listings not previously used by the Health Department
Fieldwork Placement Guidelines, Cont’d

• Ask Yourself the Following Questions:
  • Will this fieldwork offer me experiences in my areas of interest?
  • Will it offer me possible career opportunities?
  • What kind of specific training/skills will this placement offer me?
  • Does the organization have a job description for fieldwork students or will it be developed when I am on the job?
  • Will my responsibilities be clearly outlined or will I participate in setting them up?
  • Who will be supervising me at the agency (not necessarily the name but the title or department)?
  • Will I work in one department/unit or across several?
Guidelines Cont’d.

• Field work Selection Questions cont’d:
  ➢ What hours will I work: day, evening, night, flexible, regular?
  ➢ Will I be able to get to the worksite by bus, car (commute)?
  ➢ Will I need to pay for parking? Will I have to drive on the job?
  ➢ Will I be reimbursed for out-of-pocket expenses?
  ➢ Sometimes, a stipend is available and may be accepted if offered

• Collect information about the agency, e.g. brochures, philosophy, mission statement, organizational chart, etc. Visit the agency’s website

• When interviewing, observe the general atmosphere.

• Is this a place that you would like to work and learn something to further your career?

• View the fieldwork as the place to put your academic work to test and explore future career possibilities.
Fieldwork Placement Guidelines Cont’d.

- Refer to the Health Department Fieldwork Data Base for a list of agencies (clinical/non-clinical) at www.cortland.edu/health

- If you desire placement(s) not used previously by the college, initiate contact with the agency (agencies) early and refer them to our Fieldwork Manual at www.cortland.edu/health for our expectations.

- Fill out a Fieldwork Application Form (See Health Department webpage - Fieldwork link, under “Forms”) and submit to Prof. Wodi on or before the deadline. Two agency choices must be made for each placement. For two separate eight-week placements, provide four agency choices.

- Advantages/disadvantages of two separate 8-week placements?

- Prof. Wodi must confirm, approve all placements and complete the required paperwork before you are considered placed.
Professionalism Issues

• Fieldwork students should be aware that they represent the Health Department and the College.

• They are expected to comply with professional codes of conduct both for the college and the agency.

• These include punctuality at work, appearance, imagination and creativity, judgment, objectivity in decision making, etc.
Fieldwork Placement Procedures

• Students are placed at various agencies three times in the year, namely fall, spring and summer.

• Students are required to make initial contacts with agencies at sites of interest to them. These preliminary contacts could include sending resumes and/or interviews.

• The Coordinator (with assistance from the Agency Aide in the Office of Field Placements) would send placement letters to all agencies confirming all placements. All fieldwork students will receive letters and report to the site on the fieldwork starting date.

• The Coordinator also assigns each student to a college supervisor who would monitor the fieldwork student’s progress throughout the experience as well as assign mid-semester and final grades (H, S, or U).

• Students earn 8 credits per quarter (fall, spring, or summer) for a total of 16 credits towards their Baccalaureate degree in Health Science.

• For Fieldwork abroad (fall, spring or summer), students register for SAB 400 for 16 credits. These credits are converted to HLH 499. Grades are also assigned H, S, or U by a Health Department fieldwork supervisor.
Fieldwork Placement procedures, Cont’d

• If you would like to do your fieldwork abroad, it is best to start discussing your interest with your faculty advisor or the Department Coordinator as early as your sophomore year!

• Visit the Office of International Programs in Room 219 Old Main, and speak with the Director and/or Programming Assistant in order to become familiar with the paperwork/agencies or institutions abroad that participate in fieldwork placements with SUNY Cortland.

• Whether completing your fieldwork at home or abroad, register for HLH. 499, both 1st. and 2nd. Quarters or 3rd. and 4th. quarters of the semester that you expect to complete your fieldwork.
The 2014/2015 Fieldwork Placement Meeting Schedule

Spring 2015 (1/20 – 5/13/2015)
- Monday 4/28/2014: 12:30-1:30 p.m.; First Mandatory Meeting
- Monday 8/25/2014 Paperwork submitted to Coordinator
- Monday 11/17/2014 Confirmation letters/second meeting

Summer 2015 (5/18 – 8/7/2015)
- Monday 10/13/2014; 12:30-1:30 p.m.; First Mandatory Meeting
- Monday 1/26/2015 Paperwork submitted to Coordinator
- Monday 3/2/2015; 12:30-1:30 p.m.; Confirmation letters/second Meeting

Fall 2015 (9/8 – 12/22/2015)
- Monday 11/3/2014: 12:30-1:30 p.m.; First Mandatory Meeting
- Monday 2/9/2015 Paperwork submitted to Coordinator
- Monday 5/4/2015: 12:30-1:30 p.m. Confirmation letters/second Meeting

Spring 2016 (1/19 – 5/11/2016)
- Monday 4/20/2015: 12:30-1:30 p.m.; First Mandatory Meeting
- Monday 8/31/2015 Paperwork submitted to Coordinator
- Monday 11/16/2015 Confirmation letters/second meeting

NOTE: All meetings will take place in the Poskanzer Lounge (Room 103 Moffett Hall) unless otherwise announced.