



Minnesota State University - Mankato
Department of Sociology and Corrections
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FIELD PRACTIC PAPER

In order to complete your field practice, you will need to write two final field practice papers. The questions below are not to be considered the only areas to discuss. Feel free to go beyond the questions and bring in details that will assist the reader to understand your internship in more detail. Examples are always helpful. The length of paper is subjective to your writing style but average is two to three pages per section. This report is due upon completion of your internship. A copy is to be given to your supervisor as well as your field practice coordinator. It is to include the following:

First Section: Agency Information:

Explain what the agency is, how many staff, volunteers, etc. does it take to run the agency. What is the purpose of the agency? List the mission statement and goals for the agency. What kind of management structure does this agency have, who answers to whom? Complete an organizational structure. Who ultimately is the boss? What are the top two concerns of the agency supervisor/director? How do they work towards overcoming those concerns? What does the supervisor say they have the most success with? What is the overall budget of the agency? If a subdivision, include what the main agency's role and/or budget is. What are your thoughts/impressions about this agency so far? Do they seem to work well together? What is the attitude of agency staff towards clients? Do you think this agency is successful? Do they appear to work towards their goals? What do you think the assets and liabilities are for this agency?

Second Section: Client Information:

Who are the clients (be specific)? Why do they come to this agency and what do they gain from coming to where you work? What happens if they do not come, or don't follow agency requirements (give some examples from what you have seen or been told). What is the background of a typical client? What does your agency need to know about the clients, how do they find this information out? Explain the paperwork process. What are the main rules or requirements of this agency? What are the confidentiality rules? Discuss several client histories and what happened after your agency intervened (both while you were there as well as stories your supervisor has told you). What are the safety rules? Do staff follow them? Are you nervous around clients? Describe some of the different roles you see staff using in approaching and/or working with clients.

Second Paper and Third Section: Staff Information:

What are the employment requirements for the primary positions in your agency? What education and experience does a supervisor expect to see at interview time? What turns off a supervisor for an interview or for employment? What do they like to see in an application/resume (be specific). What experience and background does your supervisor have, what about his/her boss? What are the projected openings in this field? What do you think your chances are at getting hired in this role in the future? What additional things must you do to improve your standing at interview time should that occur in this field? Why are the employees you work with in this position? What motivates them, what causes them burnout? What advice do they have for you? What staff at your agency impress you, why? What qualities do you see are required for the staff in your position to be successful? Do you have those qualities?

Final Section: Evaluation:

Evaluate the internship? What did you learn? Describe the growth in personal areas. Did you meet your objectives? How has this experience influenced your career path? Is it what you want, not sure, yes, no and why? Summarize what you did and what you learned. What training did you receive? How has your classroom information helped you for the internship? What did you dislike, what did you most enjoy? Who did you respect the most and why? How would you rate your supervisor? Did they assist you, did you ask for assistance when needed? Would you recommend this site for future interns, why or why not? What grade would you give this agency, what grade would you give yourself for this internship?