HDSR

Field Study Guide
**WHAT IS A FIELD STUDY?**

The field study is an integral part of the HDSR Program, and is the basis for much of the upper level course work required of our majors. The field study allows students to:

- gain experience in integrating the theoretical perspectives learned in the classroom with experiences gained in the field;
- achieve insight into the workings of an organization;
- become more conscious of the relationship of social roles, institutional dynamics, and larger cultural systems.

When students return to campus, the Field Study Seminar assists students in analyzing and interpreting their experiences, culminating in a major academic paper.

An HDSR field study differs from a conventional internship or practicum in important ways. The main difference lies in the purpose. The primary purpose of a conventional internship or practicum is for the student to perform a job and learn skills that will be useful in a future career. In contrast, *the HDSR Field Study is an ethnographic research project. Its main purpose is for the student to hone his or her analytical skills and gain insight into the dynamics of the organization in larger societal context.* That is not to say that the job, in and of itself, is not important. HDSR students are expected to work diligently, and make every effort to contribute to the organization in positive ways, *along with* the added dimension of observing and analyzing the organization. An HDSR field study might be thought of as a conventional internship/practicum, volunteer or paid position, *plus ethnographic fieldwork.*

There are two HDSR Faculty members with whom you will work closely during all phases of your Field Study. Each has specific roles and responsibilities, depending on each stage of your Field Study—Pre, During, or Post—and each will assist you in meeting your responsibilities along the way.

<table>
<thead>
<tr>
<th>Pre-Field Study</th>
<th>During Field Study and FS Seminar</th>
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</thead>
<tbody>
<tr>
<td><strong>Prior to May 1</strong></td>
<td><strong>FS Seminar</strong></td>
</tr>
<tr>
<td>Jennifer McCullum</td>
<td>Michael Jackson</td>
</tr>
<tr>
<td>HDSR Program Coordinator</td>
<td>Field Study Seminar Instructor</td>
</tr>
<tr>
<td><a href="mailto:mcculje@earlham.edu">mcculje@earlham.edu</a></td>
<td><a href="mailto:jacksmi@earlham.edu">jacksmi@earlham.edu</a></td>
</tr>
<tr>
<td>Office—LBC 320</td>
<td>Office—LBC 304</td>
</tr>
</tbody>
</table>
PREREQUISITE COURSEWORK

Ideally, the field study grows from experiences in the HDSR Core Courses. You must take two prerequisite courses before you begin your field study:

- HDSR 239: Persons and Systems, and
- HDSR 359: Self, Society and Social Thought

It is helpful, although not mandatory, to complete some of the HDSR required disciplinary courses, especially those at the introductory level such as Psych 115: Intro to Psychological Perspectives, So/An 115: Culture and Conflict or So/An 118: Institutions and Inequality.

COMPONENTS OF THE FIELD STUDY

Field Study Orientation

Field Study Orientation is presented during HDSR 359: Self, Society and Social Thought. This course focuses primarily on theoretical concepts as well as research methodology—both of which are important to a successful Field Study.

A formal orientation will be presented to the SSST students by the HDSR Program Coordinator and the Field Study Seminar Instructor—with assistance and input from students who have already completed their Field Study. This orientation will provide you with key information about the Field Study, and will give you an opportunity to ask questions.

Field Study Plan

Before leaving campus, you must meet with the HDSR Program Coordinator, Jennifer McCullum, to discuss your field placement. Once approved, you must submit your Field Study Plan and résumé to Jennifer. Your résumé is due no later than April 1 unless you will be completing your Field Study in the spring semester. In that case, please submit your résumé by October 31.

Please see page 10 for the Field Study Plan. Complete as much as possible before turning in to Jennifer. If you are unsure of some information, finish it once you arrive to your site and email to Jennifer. If we do not have a definite plan with a definite start date—in writing—by June 1 we will assume that you will not be doing your Field Study this year. If this is the case, you must contact Michael Jackson by June 1 to discuss your future HDSR plans. The Field Study Plan, site supervisor consent, résumé, time sheet, supervisor evaluation, and field study notes are all components of the final grade that you will receive when you return to campus and take Field Study Seminar.
Choosing The Field Study Site

The HDSR Field Study can be completed in so many different ways that the choices can seem overwhelming! Remember to choose your site with your learning goals, your interests, and your financial situation in mind. Some of your options include:

- an Earlham/GLCA program such as The Philadelphia Center, Northern Ireland program, SICE Japan program, or the New York Arts program;
- completing your Field Study during the summer in either a paid position, or as a volunteer in an organization that you have a special interest in;
- completing your Field Study in Richmond during the academic year, spreading your 200 hours over one or two semesters, allowing you to observe an organization over a longer period of time.

Recent Self-Designed Field Studies

-Public Defender’s Office
-Community Civic Theater
-Family Guidance Center of Alabama
-Various Summer Camps
-Chemical Dependency Treatment Center

-A Restaurant
-The Breakthrough Collaborative
-Amigos-Richmond, IN
-Charter School-Richmond
-International Partnership for Service Learning and Leadership

The Program Coordinator can help you with a self-designed Field Study. Please prepare early in the semester prior to beginning the Field Study so that problems are minimized and your experience maximized.

Questions to Consider When Planning Your Field Study

- What are your career interests? Do you want to use your Field Study to check out a possible career choice?
- What are your learning goals for the Field Study?
- What type of work do you enjoy?
- Do you have financial constraints? Do you need your Field Study to take the form of a paying job, or can you afford to volunteer?
- With what population would you like to work? (Children, families, or elderly for example.)
- In which social system would you like to work? (Health, education, not-for-profit, business or law, for example.)
- What are your personal strengths and weaknesses?
- How much structure do you want or need in your Field Study setting?

Since one goal of the Field Study is to help you broaden your experience, choose a setting in which you have not previously worked. If you choose to work at a site where you have previously worked, try to work in a different capacity or role than you did before.

With regard to jobs for which Earlham College is the employer, those which are not directly
related to academic programs can work well as a Field Study. However, those that entail assisting directly with an Earlham College class or program do not sufficiently remove a student from their role as an Earlham student, and therefore do not provide adequate opportunities for meeting the goals of the Field Study. If you are considering a position with Earlham College, please be sure to communicate directly with the Program Coordinator to determine if the position is appropriate.

After deciding upon your work site, you must get approval from Jennifer McCullum, the HDSR Program Coordinator before the Field Study begins.

**While You Are On Site**

Your Field Study is done with the agreement and cooperation of the supervisor of the organization you have chosen. It is imperative that you are a reliable and dependable worker, whether you are in a paid position, or serving as a volunteer.

If you were unable to provide Jennifer with the name of the organization for which you will be working, as well as the name and contact information about your site supervisor, it is imperative to forward that information immediately to Jennifer before you begin (or to Michael if after May 1.)

In accordance with the ethics of ethnographic research, you will provide your supervisor with a Guide to the HDSR Field Study for Supervisors, outlining the dimensions of the field research that you will be conducting. **Your site supervisor must sign the attached consent form and return it to you, so that you can mail it to Michael Jackson.** It is your responsibility to be certain that Michael receives this consent form by the beginning of your Field Study. Envelopes are provided for you in this packet.

**Confidentiality**

Given the ethnographic dimension of the field study (that you are studying the organization and not just working there) issues of confidentiality come into play. When you make arrangements for your field study, discuss with your supervisor that you will be meeting an academic requirement through this job (or volunteer service), and that the end result will be a paper, analyzing various aspects of the organization. The paper will only be read for academic purposes by those in the HDSR program.

Sometimes supervisors or others at a field site ask if they can read the field study paper. If you are asked about this, you should explain that in order to protect the privacy of the organization and all persons involved, it is the policy of HDSR not to make the field study paper available to anyone outside the program. If your supervisor expresses any concerns about this, you should reassure him or her that you will be protecting the privacy of the organization and those who work there by changing names and other identifying information. It may also be helpful to explain that the goal of the paper is not to expose flaws or problems in the organization, but to help students understand organizational dynamics.

**Ethnographic Research and Keeping Field Notes**

Ethnographic research is the central purpose of your field study. You will use participant
observation as your primary means of collecting data. Recording your observations in the form of field notes is mandatory. You can also make note of ideas, readings, or previous classroom material that might help to interpret and analyze events that occur during your field study. Your field notes will become the basis for your analysis of the organization, and for the field study paper that you will write during your Field Study Seminar course.

In addition to conducting participant observation, research your organization in order to gain a broad perspective of its organizational philosophy. Ask your supervisor if you may read the Mission Statement, the Vision Statement, as well as the Policies & Procedures Manual. Information such as flyers, brochures, and newspaper articles can illustrate how the organization generates publicity. Ask questions in order to understand the operation of the agency or organization. Opportunities to engage in or observe staff or board meetings are ideal, if allowed. **Keeping good field notes is essential! Record events and experiences daily.**

Notes may be handwritten, or kept on your computer. Find a method and style that works best for your organizational needs. You will turn in your field notes for credit at the beginning of the Field Study Seminar. They will then be returned to you so that you can use them while writing your paper.

Questions to assist you in taking quality field notes:

**Daily**

- What interactions did I observe or participate in today?
- Did anything unexpected happen today? How was it handled?
- What decisions were made today? By me? By coworkers? By those we served? By others outside the site? What effect did these decisions have?
- What styles(s) of supervision am I observing/experiencing? Is it effective? Why or why not?
- What did I learn today? Who did I meet today?
- How is my work going? How has my work changed?
- What theories that I learned in HDSR and related classes provide insight into what I observed today?
- Did I feel uncomfortable with anything I did or saw today? Why? Did I feel proud of anything I did or saw today? Why?

**Over the Course of your Field Study**

- What is the formal structure of the organization? The informal structure? Who really runs things?
- What is the organization’s funding source? How does the organization allocate resources?
- What is my role in the organization? What are my obligations to the organization? To co-workers? To clients? To the community?
- How well does the organization communicate with staff? With clients?
- What are the dynamics among staff members? Between staff and clients?
- What are the goals/mission of the organization? Are they being met? Why or why not?
- What do I think is effective in the organization’s system of operation? What is ineffective and why?
• What would I change at this organization or in this system? Why and how?
• Can this organization make a difference in people’s lives? How? If not, why not?
• What are the demographics of this organization?
• What are the demographics of those that this organization serves?
• What dynamics do I observe in the organization that involve social categories such as race, class, gender, ethnicity, age, or sexual orientation?
• What are the larger fields of power within which this organization operates?
• How has the Field Study challenged my beliefs and personal values? My personal ethics? In what ways are my beliefs, values and ethics similar to those of others at the organization? In what ways are they different?
• What theories from HDSR and related courses am I finding useful in analyzing the organization, and what theories are not useful?
• What do you like most and least about this experience? What did you find most challenging?

**Communication**

It is important to engage in ongoing consultation with your on-site supervisor. You are also required to consult and communicate with Michael Jackson, on a regular basis as well. Michael may need to contact your site supervisor. **For this reason, it is crucial that you provide us with complete contact information for you and your supervisor as part of your Field Study Plan.**

Your site supervisor will complete a brief, written evaluation of your job performance once the Field Study is completed. That form is found in the back of this guide. Ideally, the site supervisor will review this form with you. The supervisor can either give the evaluation form directly to you, or send it to Michael Jackson, in which case you should provide your site supervisor with a stamped, addressed envelope. **This evaluation is part of your grade for Field Study Seminar and is placed in your HDSR file.**

You are encouraged to ask for a general letter of reference from your supervisor. This letter can be used in conjunction with a résumé to apply for future employment or graduate school.

**Back at Earlham—Courses and Credits**

The Field Study consists of two parts: HDSR 363, the actual fieldwork, and HDSR 364, Field Study Seminar. The field study requires the student to spend a minimum of 200 hours at the field site. There are no exceptions to this.

You may enroll for 0 to 3 credits for HDSR 363; however, the same number of hours on site—200—are required for all students no matter how many credits they choose to receive for the field study. There are several reasons for choosing more/fewer credit hours depending upon an individual student’s credit needs for graduation, maintaining full time student status, and/or financial considerations (such as staying at or under 18 hours to avoid additional fees). **Students generally enroll in HDSR 363:Field Study, the semester they return to Earlham following their Field Study.**

One exception to the above is as follows: **If you complete your Field Study as part of an Earlham College off-campus program that has a field study or internship component,**
such as the Northern Ireland program, SICE Japan program, or the Philadelphia Center program, do not register for HDSR 363: Field Study. Instead, register for the off-campus program that you participate in, and that field study/internship will take the place of HDSR 363.

Also, enroll in HDSR 364: Field Study Seminar, for the fall term following the completion of your Field Study. This is a 3 credit hour course.

When you return to campus, be sure to bring your field notes and any remaining paperwork, which will constitute part of your grade in the Field Study Seminar. You should also bring articles and other readings you had in SSST and your other HDSR courses (along with any class notes and reading notes) so that you can draw from them when you write your Field Study paper.
Field Study Checklist

☐ Complete Your Prerequisites
  o HDSR 239: Persons and Systems
  o HDSR 359: Self, Society and Social Thought
  o Attend the Field Study Orientation in SSST

☐ Determine Your Site
  o See Jennifer in LBC 320 to get approval of your site PRIOR to leaving campus

☐ Complete Your Paperwork
  o Major Declaration Form (found in LBC 320)
  o Field Study Plan (page 10)
  o Resume
  o Turn in all items to Jennifer in LBC 320

☐ While on site
  o Check your EC email regularly
  o Ask your supervisor to read and sign the consent form so that you can return it immediately to Michael Jackson (detach page 14-16)
  o Take complete field notes
  o Collect additional information about your site
  o Complete minimum of 200 hours
  o Ask supervisor to:
    o complete your evaluation and return it to Michael
    o sign your time sheet
    o provide you with a letter of reference
  o Write thank you notes to your supervisor and any others who might serve as references someday

☐ Return To Campus
  o Be certain to register for HDSR 363: Field Study, for the fall semester following your return to campus. You may register for 0-3 credits, depending upon your needs unless you are receiving credits for an internship or field work through another Earlham GLCA program. If you are receiving credit through another program, do not register for HDSR 363: Field Study. Register for the off-campus program you participated in.
  o Submit time sheet and any other outstanding paperwork to Michael
HDSR FIELD STUDY PLAN

Name ___________________________________________ Today’s Date ______
Field Study Start Date ______
Anticipated Graduation Date ______

Home Address and Telephone #
___________________________________________________________________________
___________________________________________________________________________

Earlham E-mail Address (You must check your Earlham e-mail frequently throughout your Field Study)
___________________________________________________________________________

Your Cell Phone # ____________________________________________________________

Organization’s Name _________________________________________________________
Address _____________________________________________________________
Web Address ____________________________________________________________
On Site Supervisor’s Name, Telephone # and E-Mail Address
___________________________________________________________________________
___________________________________________________________________________

Job Description (Submit a copy of your position’s description if available)
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Level of Supervision from On-Site Supervisor: Instruction, consultation, meetings—how will supervision be structured?
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Is this a paid or unpaid position? _____________________________________________

Student _______________________________________________ Date __________

HDSR Program Coordinator _______________________________________________ Date __________
FIELD STUDY TIME SHEET

Keep a record of hours worked on this sheet, and have your supervisor sign it prior to turning it in to Michael Jackson.

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
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<td>Week 2</td>
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<td>Week 16</td>
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<td>Week 17</td>
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<td>Week 18</td>
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</tbody>
</table>

Student Signature______________________________________________ Date_________

Site Supervisor’s Signature_______________________________________ Date______
STUDENT EVALUATION

Please complete this brief evaluation at the end of the student’s time with your organization. We encourage your comments in addition to the ratings. We ask that you review the evaluation with the student, and remind you that constructive criticism will only help to improve the student’s performance. Please return this evaluation to:

Michael Jackson
801 National Road West
Richmond, IN 47374
765-983-1557
jacksmi@earlham.edu

Student’s Name___________________________________________________________
Field Study Site___________________________________________________________

<table>
<thead>
<tr>
<th>Work Habits</th>
<th>Unacceptable</th>
<th>Acceptable</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Student was punctual and remained on the job until shift ended</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>• Student made arrangements with supervisor if he/she needed to make adjustments in the schedule</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>• Student dressed appropriately for work, according to workplace policy</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>• Student took responsibility for own learning</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>• Student followed workplace policies and procedures</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>• Student completed assigned tasks</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>• Student sought supervision as needed</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>• Student completed readings, trainings, etc. as required by the organization and supervisor</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional Demeanor</th>
<th>Unacceptable</th>
<th>Acceptable</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
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</thead>
<tbody>
<tr>
<td>• Student worked constructively within the organization’s parameters</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>• Student asked appropriate questions</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>• Student maintained good working relationships with staff members</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>• Student maintained good working relationships with clients/consumers</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>• Student worked effectively as a team member</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>
Communication

- Student communicated clearly and concisely in both written and oral form
  Unacceptable  Acceptable  Average  Good  Excellent
  1  2  3  4  5

- Student used appropriate channels of communication
  Unacceptable  Acceptable  Average  Good  Excellent
  1  2  3  4  5

- Student provided supervisor with HDSR Field Study information and communicated the goals and rationale of the Field Study
  Unacceptable  Acceptable  Average  Good  Excellent
  1  2  3  4  5

Supervisor Comments
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Did this student fulfill the requirement of 200 hours? ______________________________

Did you review this evaluation with the student? ________________________________

Supervisor Signature__________________________ Date________________________
Guide to HDSR for Field Study Supervisors

The Human Development and Social Relations Program (HDSR) is an interdisciplinary major offered at Earlham College. HDSR combines the study of Psychology, Sociology, Anthropology, and Philosophy. The HDSR program prepares students for a variety of careers in the area of human services—social work, medicine, law, counseling, teaching, public administration, ministry, and many other fields.

What is the HDSR Field Study?

The Field Study is a required component of our major, giving the student a first-hand opportunity to integrate theory learned in the classroom with experience gained in the field setting.

The Field Study is purposely quite different than an internship or practicum that other programs may require. The primary purpose of a conventional internship is for the student to perform a job and to learn, in the process, skills that will be useful to him/her in a future career. The main purpose of the HDSR Field Study is for the student to gain insight into the workings of an organization and the nature of the interpersonal relations that take place within it. Of course, HDSR students are also expected to be responsible workers for their organizations during field study, to take their job seriously, and to contribute to the organization in positive ways. There is though, the added dimension of observing and analyzing the organization at the same time. An HDSR Field Study might be thought of as a conventional internship, job or volunteer service, plus ethnographic fieldwork.

Students fulfill the ethnographic fieldwork requirement through participant observation, to gain insight into the workings of an organization and the nature of the relationships that take place within it. They will appreciate your willingness to share your expertise and answer questions about why certain decisions are made and how the organization works at various levels.

Students are required to take notes, which are then used in a Field Study Seminar course where students analyze and interpret different organizations and their workings, resulting in a final paper for the course.

Confidentiality

Research ethics dictate that students practice confidentiality in the reporting of their field work. The name and location of your organization, and other identifying information including the names of all persons the student comes into contact with, will be deleted or disguised. The final paper produced by the student will be shared only with the instructor, other members of the HDSR program, and persons interested in this kind of ethnographic research. For reasons of confidentiality, these papers are not shared with the organization. It is unusual for undergraduate student research to be published, but should a publication result from the student’s project, it will be limited to a scholarly audience and will disguise the identity of your organization and its members.

Site Supervisor’s Role
The supervisor’s participation in this program is deeply appreciated by Earlham College and the HDSR faculty. We hope that having this student worker will be a mutually beneficial experience. When a supervisor agrees to take on a student, we trust that the supervisor or someone else on the staff will be able to devote a reasonable amount of time to the student. This is especially important at the beginning of the term. We ask that the supervisor, or his/her designee, orient the student to the organization, including any rules, regulations and responsibilities about which the student should be aware. In order for the students to achieve their learning goals, we believe that it is necessary for them to be treated as any other employees.

At times, it may be important for the student to ask questions about certain policies or issues, in order to gain a better understanding of the workings of the organization. We also ask that the supervisor be aware of the student’s progress, and at the end of the term, share the written evaluations with the student before mailing it to the HDSR Program Director, Michael Jackson. The student will provide you with an addressed envelope for that purpose.

Finally, we ask that you sign and return the consent form on the following page to the student, indicating your acceptance of this student as your employee, volunteer or intern, and your agreement in allowing the student to use this experience for their HDSR Field Study project.
SITE SUPERVISOR CONSENT

I have read the HDSR Guide for Field Study Supervisors, and agree to accept this student as an employee/volunteer/intern, for the period beginning ________________ and ending ________________.

I understand that (Student Name)_________________________ will be using this work experience as a basis for meeting the requirements of their Field Study project at Earlham College.

Name of Organization_____________________________________________________
Site Supervisor’s Signature_________________________________________________
Date of signature __________________________________________________________
Title____________________________ Telephone______________________________
Email Address____________________________________________________________