



CALIFORNIA STATE UNIVERSITY, LONG BEACH

DEPARTMENT OF HUMAN DEVELOPMENT

October 10, 2011

Dear Community Agency Representative:

_____ is enrolled in the Department of Human Development 470 Seminar/Practicum course at CSULB and is interested in a placement at your agency. Part of the requirements for HDEV 470 is to volunteer in a community agency or educational setting for a minimum of 6 hours per week for 15 consecutive weeks (for a total of 90 hours). Specific student schedules are to be arranged between the student and the agency.

HDEV 470 is offered in the belief that students will be better prepared as professionals if their academic work is accompanied by actual experience in the field. Students work in their placement and then return to a weekly seminar to discuss their experiences. Our goal is for the practicum arrangement to be mutually beneficial; that is, if appropriate assignments are arranged, both the student and the sponsoring agency will derive benefit from the field placement.

If you are interested in serving as a sponsoring agency for the practicum experience, please complete the information on the attached form and return it to the student. However, before accepting the responsibility for a practicum student, it is important that you be aware of the following:

- An immediate supervisor at your organization to whom the student is directly responsible must be identified.
- As the class instructors, one of us will be making occasional calls to assess how the student is doing in the placement.
- The student is assigned to an agency/school to gain experience in as many aspects of the organization as possible; his/her services may involve a variety of tasks, but cannot be limited to mundane clerical work.
- Toward the end of the semester, we will ask for the supervisor's assessment of the student's performance. An evaluation form will be distributed at that time.

Thank you in advance for your cooperation and help. If you have any questions please contact any of us through our email listed below.

Sincerely,

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