



THE UNIVERSITY of NORTH CAROLINA
GREENSBORO

Department of
Peace and Conflict Studies

Colloquium Field Experience Handbook

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TABLE OF CONTENTS

Mission Statement	1
Introduction	1
Mission	1
Introduction	1
Purpose	2
Field Experiences and Onsite Requirements	3
Field Experience Procedures	4
Applying for Field Experience	4
Registration and Process for Field Experience	4
Site Selection	5
Field Experience Site List	5
Time Requirements	5
Field Experience Log	6
Field Experience Class and Required Reading	6
Distance or Individualized Field Experience Sites	6
Distance Field Experience Site Development	6
Grading	7
Field Experience Student Evaluation	7
Field Experience Site Evaluation	8

Confidentiality	8
The Field Experience _____	8
Role of Agency	8
Role of the Site Supervisor	9
Role of the Field Student	10
Role of the Faculty Member Teaching Field Experience	10
Important Dates and Events	11

Integrated Colloquium: Professional Development Project
Department of Peace and Conflict Studies
University of North Carolina Greensboro
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MISSION STATEMENT

The University of North Carolina Greensboro serves society and the local community by contributing to the development of an educated and enlightened population, capable of informed judgment and responsible citizenship; the availability of persons who have the knowledge, skills and adaptability required by public and private enterprise, or by individuals seeking professional service to intervene, transform or manage conflict at all levels; and the advancement of knowledge, skill and human creativity

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INTRODUCTION

Welcome to the final community learning and field experience at the University of North Carolina Greensboro, Master of Arts Program in Peace and Conflict Studies. This field experience is a student-centered learning endeavor that is supervised by people at a variety of local organizations as well as monitored by the Colloquium faculty.

The Integrated Colloquium has been designed to allow you to pull together all the learning objectives, Program competencies and skills you have worked with during your time in the master's Program. It is an intensive experience through which you explore new relationships with colleagues and supervisors in new environments, responsible for skills and interventions with a wide range of application, and responsible for reflecting on these activities in the PCS 690 classroom during the field experience.

Each organization and agency where you undertake your various projects has agreed to accept student because they are interested in helping shape the next generation of professionals in conflict transformation. Field experience sites also have an interest in gaining your expertise in conflict transformation for their organization and this synergistic relationship is at the heart of making the most of your supervised field experience. These sites do not receive compensation for their collaboration and our collective appreciation is often all that we can express. One source of satisfaction for many of the people at these sites is that they make a difference in your professional development and for the community. The Program genuinely appreciates this connection to the community and works hard to maintain cooperative and friendly relationship with these people. The Program continuously strives to build even more bridges like these where students can gain initial entry and valuable experience.

The field experience is embedded in the Integrative Colloquium, which provides opportunities to actively engage in collaborative creativity. It provides the chance to explore employment settings and obtain a realistic feel for your level of expertise in conflict analysis and transformation. The Colloquium also offers you a preview of where conflict transformation skills are currently practiced or where they can be introduced. This experience allows you to explore the field in an individually focused yet supervised manner. Take advantage of this opportunity to explore and to appreciate the new contacts you make. Experiences like these can help establish your personal and professional reputation within the community. Contacts made here may assist you in seeking local employment upon graduation, though that is not a part of their responsibility. Remember that flexibility, as in any job search, is a key to employment and with the expansion of the field throughout the Carolinas and around the world your willingness to relocate greatly improves employment opportunities.

The following information will help you understand the field experience process as well as your responsibilities. Field experience is a *student driven and student-centered activity and much of the responsibility for its success lies with the student.* We list and recommend potential field experience sites, but the hours or interests may not suit your needs. You need to carefully read and understand all the requirements described in this handbook and complete activities on or before certain threshold dates, so keep this handbook in a safe place and refer to it often.

NOTE: The Program annually amends and modifies the field experience handbook to stay current with community needs. Therefore, we reserve the right to make changes to the rules, policies, and procedures affecting its institutional relationship with students as deemed necessary by the Program and Graduate School. Any such amendment, modification, addition, or deletion shall not be considered a violation of the relationship between the University, the Program, and the student.

You are sent site information via email during the semester preceding your placement. However, you should be actively searching for sites of your own and in discussion with the Colloquium faculty. Some or all of your hours may be fulfilled in your workplace; if this is your tentative plan, you need to start discussions and negotiations with your workplace staff early in this process. Also discuss this option with the relevant faculty or your advisor, as there are pros and cons.

PURPOSE

The purpose of the field experience is to provide a structured conduit between classroom-based learning and the application of knowledge to supervised field settings. As such, this final skills and theory based experience is an integral and vital part of the curriculum where classroom abstraction meets the applied world. The field experience course and associated field experiences create avenues for students to evaluate, analyze and synthesize knowledge from substantive, theoretical, process and practice courses. Students are encouraged to create opportunities that test ideas, examine the strengths or limitations of various theoretical frameworks or to systematically examine and experiment with forms of conflict intervention.

Students will learn how to apply concepts and skills to an organizational setting through the development of training or workshop experiences, identifying and completing demonstrable learning outcomes, and by applying theoretical models and perspectives to practice. This community learning serves as a bridge between academic substance and theory and its practical application.

Field Experience Classroom and Onsite Requirements

The field experience provides students with the opportunity to work in various settings. Students are supervised on site as well as monitored by faculty who facilitate the PCS 690 Integrated Colloquium. The field experience offers students an opportunity to combine their life experiences and expertise, and what they have learned in the Program to a unique field setting while still supported by faculty mentoring, support from classmates, and integrated activities.

Each student is required to complete 120 total hours of field experience. The emphasis is on field hours with real cases or community groups. These hours fall within a wide range of activities, some of which have caps or limitations for counting against the overall total. Activities with caps are noted clearly below. Field experience hours may be completed in the following semester if hours are not satisfied at the end of the spring semester. Practice can be skill, development, or research based.

All students are required to abide by the policies and procedures of the Department of Peace and Conflict and the University of North Carolina Greensboro, as outlined in the Student Handbook and the University Bulletin, and any other relevant codes of ethics applying to the field setting. Students must also follow the rules and regulations of the site where his or her field experience is completed (See Student Conduct Section of the Student Handbook). A field site may have other requirements for the student that could include, but may not be limited to fingerprinting, criminal background checks, and proof of immunizations.

FIELD EXPERIENCE PROCEDURES

Applying for Field Experience

Field experience is currently offered in the spring semester. To be eligible for field experience, students must have successfully completed the following core course work:

- PCS 600 Principles & Practice of Conflict Management & Resolution**
- PCS 601 Indigenous Peace Practices**
- PCS 605 Skills & Techniques of Conflict Management**
- PCS 608 Topics in Peace & Conflict Studies**
- PCS 610 Transitional Justice**

PCS 690 may be taken in conjunction with PCS 606, Organizational Conflict: Diagnostic and Intervention Tools and/or PCS 607, Conflict Analysis: Theories of Change.

Registration and the Field Experience Process

In most of cases, registration for field experience will take place during the regularly scheduled registration period the fall prior to the class. Therefore, the site selection process must be initiated during the fall semester prior to the spring semester you are to begin the field experience. Therefore, you should have successfully initiated discussions with or selected a field site and begun the **contract paperwork required to begin the field experience before the class begins. These forms must be submitted in hard copy to the department of Peace and Conflict Studies office or to the Colloquium Faculty by the end of the third week of class.** You may bring them to the first field experience class meeting or mail a copy.

Faculty are will send informational letters and speak with staff from your prospective site to explain the duties and responsibilities of the required field experience. When you get to the point you need assistance, call the Colloquium faculty scheduled to teach in the spring to set that process in motion.

Liability Insurance

If placed with an agency, you will need insurance that you will buy through UNCG before beginning your field hours and the cost in nominal. For your convenience, this will be added to your tuition and fees for the course.

Site Selection Lists and Opportunities

Site selection will begin prior to the academic semester you are to begin the field experience.

Some sites require a formal interview process and/or have agency pre-qualification requirements, which must be met prior to commencement of your field experience. Therefore, it is important to contact your potential site as soon as possible in order to have sufficient time to complete these requirements.

Field Experience Log

Students are responsible for maintaining a *Log of Activity Hours and Project Notes*. This log is to be signed by the site supervisor and submitted at the end of the semester to the faculty member teaching your PCS 690 course. This material may be submitted in electronic with the ePortfolio materials. It is filed in the Program office in your student file. You can find this form, and all field experience related forms on the Conflict and Peace Studies web page. You may develop your own activity log as long as it

is clear, logical and easy to read. This log must be initialed periodically throughout the period of the field experience.

Field Experience Class and Required Reading

The Integrative Colloquium meet throughout the semester, to review placement issues, concerns, challenges; relate the experience to questions discussed during the week on the Discussion Board; and to integrate the field/research learning with your theory and skills knowledge. Students should purchase any required textbooks or other materials that are listed in the syllabus for this class. It is best to purchase books prior to the beginning of the first class meeting. Residential and online sections will be combined for the final integrative presentations on a topic in which you have a strong interest.

Distance or Individualized Field Experience Sites

The distance field experience provides an opportunity for students to gain practical experience in various settings that may not be currently or locally available, such as workshops, research or study abroad opportunities. However, this option may take more of your time and incur additional cost. Students choosing to develop their own field experience site abroad or in a location separate from their place of residence **must first obtain approval** from the Colloquium faculty and the Graduate Director. All decisions for approval are made on a case-by-case basis. We will assist you in every way we can to make foreign travel and distance field experiences possible.

Distance/Online Field Experience Site Development

Constructing your own distance field experience can be a lengthy process. If a student wishes to create a distance site, they must submit a proposal of their plans to the Graduate Director and/or Integrative Colloquium faculty for approval. The proposal must include the site location, the dates of the field experience, the contact person, and a brief description of the site. The student should email the Graduate Director and Integrative Colloquium faculty to discuss the opportunity and to ensure that there are no conflicts with other program and accreditation requirements. Once the Program has approved the proposal and the site has accepted the student, a contract form must be completed by the site supervisor and be returned to the Program office.

Regular Contact: The student is required to maintain regular contact with the field /Colloquium faculty during the field experience. Student will be engaged in learning, problem solving, and site evaluation in the scheduled field experience class both residentially and online; these discussions are essential to successful completion of the ePortfolio and Integrated Project required by the course. If the field experience begins **prior** to the start of the semester, then the student must be in regular contact (e-mail is acceptable) with the Graduate Director or the designated field faculty member.

Integrated Projects: There is a synthesis and evaluation process in the final weeks of the field classroom experience; here students will present posters or YouTube presentations that integrate the learning objectives from prior classwork, address questions from the discussion board in PCS 690, and integrate the Program competencies for graduation. Details of this process and the requirements are found in the PCS 690 syllabus.

Grading

In order to receive credit for the field experience, all forms, documents and assignments must be submitted **on time** to the Colloquium faculty. Forms include: *Log of Activity Hours and Project Notes*, *Student Evaluation of Field Site (completed by the student)*, and *Assessment of Student Field Work (prepared by the site supervisor)*. The ePortfolio for this process is described in detail in the PCS 690 syllabus.

Incomplete hours and forms are treated the same as incomplete work in the course. In some instances, a student will not complete the required hours and need to extend their time line. In order to do this, you must discuss this option with the Colloquium faculty at least **two (2) weeks prior** to the end of the semester. It is up to the faculty member's discretion to grant permission to take an incomplete. The student is responsible for obtaining an *Incomplete Form*, filling it out, getting the faculty member's signature, and filing with the Graduate School.

Students must pass the field experience and Colloquium with a "B" to graduate from the Program. Grades lower than a B will require the student to repeat the field experience and Colloquium the next time it is offered. An incomplete grade must be resolved with a grade in six months with a maximum extension to one year. For more information on grading see your *UNCG Graduate Student Handbook*.

Site Supervisor Student Evaluation

Students' on-site supervisor will evaluate each student's performance. The areas and rating scale on which the student is evaluated are outlined on the *Assessment of Student Field Work* form found on the Program webpage.

It is the student's responsibility to provide their supervisor with the evaluation form. The student should provide the site supervisor with the mailing address of the faculty for the semester and inform the supervisor that they have the option to mail the evaluation directly to the school or return it to the student for delivery to the Colloquium faculty. The student evaluation should be sent in a sealed envelope with the site supervisor's signature across the flap. This is due one week before the last day of class, or as soon thereafter as possible. You may bring the evaluation with you to class, or the site supervisor may mail it directly to the appropriate faculty. This information, in addition to the student's performance in the Integrative Colloquium class, will be combined by the field experience faculty to formulate the student's final grade.

Field Experience Site Evaluation

Each student is required to submit a *Student Evaluation of Field Site* form (see the website and Bb listing for this form) to the Colloquium faculty. This evaluation is not taken into account in the determination of grades; however, it is also utilized in the continuing assessment of the quality of field experience sites. Additionally, these evaluations are helpful in guiding future student interns in their selection process. The evaluation is due on the last regularly scheduled class meeting of the semester.

Confidentiality and Anonymity

By registering for the class, students agree to maintain the *confidentiality* of the field site, the *anonymity* of any and all the parties, and that discussion of such matters be strictly limited to the Colloquium discussion. They should also be aware that breach of this clause could result in disciplinary action up to and including expulsion from the Program. In some cases, students will be required to sign confidentiality agreements as a condition of the site in regard to your working with them. Students may also be subject to the penalties for breach of confidentiality found within any agency' non-disclosure form.

THE COMMUNITY LEARNING AND FIELD EXPERIENCE:

Agencies and organizations that participate in the community learning field experience sequence are selected because of the potential opportunities for student learning, unique program focus, close geographical locations, and direct application of conflict transformation skills and knowledge. Every agency must have staff members that are professionally able to appreciate conflict transformation skills and knowledge.

Role of the Field Site

1. The Field Site will provide access to all facilities, staff, and services necessary for sound learning and educational training. The Field Site should provide the student with a variety of experiences which may include but are not limited to: attending staff meetings, opportunity to learn about the organization, direct problem solving, training opportunities, conflict transformation workshops, conflict analysis and assessment, conflict management program design, research/evaluation, or program intake and administration and reflection on the public policy issues inherent in in the agency's mission.
2. The field Site, in cooperation with UNCG's Department of Peace and Conflict Studies will be responsible for the assignments and responsibilities of the Intern and be the student's mentor. Site supervisor's will assist in the development of the students learning objectives and can also help students obtain a sense of organizational culture, as well as monitor the log of hours for the student.
3. The field Site must complete the field experience contract with the University of North Carolina's Department of Peace and Conflict Studies early in the student's placement process.

Role of the Site Supervisor

The Site Supervisor will possess a Master's degree or have professional experience in conflict transformation or a related academic field or discipline. Any exceptions to the above academic and professional criteria must receive approval from the Graduate Director prior to the third week of the field experience and Colloquium class. The site supervisor, in conjunction with the student, has a major responsibility for making the field experience a worthwhile learning experience. In general, the site supervisor is expected to meet the following requirements:

1. The Site Supervisor will be responsible for assigning agency and/or client related issues to the student. The Site Supervisor will provide regular administrative supervision of the work of the student. Clients shall be informed that the student is from the University of North Carolina Greensboro graduate Program in Peace and Conflict Studies.
2. The field Site and/or Site Supervisor will provide the student with a comprehensive orientation to the placement site. Thereafter, students will receive at least one-half to one hour of on-site individual supervision and review each week.
2. A Site Supervisor will evaluate each student periodically and during the final week of the semester using forms provided by the UNCG Department of Peace and Conflict Studies. Supervisors will evaluate the student's achievements, professional skills and best practices, professionalism, ability to work in a team if appropriate, contributions to the organization and the field, and need for improvements if needed. This evaluation is written on a form provided by the Program and returned to the Program Office before the end of the semester for review by the Colloquium faculty.
3. The Site Supervisor agrees to contact (email is acceptable) or receive communication from the Colloquium faculty once during the semester to advise as to how the field experience is proceeding. Finally, the Site Supervisor agrees to contact the faculty and/or Department Chair should any problems or concerns arise throughout the semester.

Role of the Student

The student is expected to perform his or her duties in a professional manner. The field site is to be treated as if it were your place of employment. Professional relations can help you create useful and lasting contacts. You will be responsible for the following:

1. Students will obtain liability insurance.
2. Students will observe all agency policies, structure, procedures and requirements. Following the agency orientation and the apprenticeship procedures, the student will provide conflict transformation expertise in collaboration with agency professionals with the direction and supervision of the Site Supervisor.
3. Students are responsible for all parking and travel costs incurred. Some sites may provide meals and other benefits at their own discretion. This program does not require nor request that any site provide meals or other benefits.
4. Students are responsible to the Site Supervisor for the agreed upon hours of Agency Related activities and obligations during the field placement, in addition to class hours, assignments, and responsibilities on campus. In the event that agreed hours cannot be kept due to illness or an emergency it is the responsibility of the student to provide the Site Supervisor with a courtesy call informing them of your absence.
5. Students will keep complete records of the work that has been assigned them by the Site Supervisor for review by the faculty member teaching the field experience during the given

semester. At minimum, the records of the student will include a weekly log form and project notes of activities. This log of hours should be reviewed periodically with the Site Supervisor and initialed.

6. Students will evaluate their placement setting during the final week of the semester. The student must submit the *Evaluation of Field Experience Placement* form in order to receive a final grade.
7. Student agrees to keep the confidentiality of the field site.
8. If a student experiences any difficulty while at the worksite, it should be reported immediately to the Colloquium faculty. Such problems may include lack of supervision, inadequate supervision, inability of the supervisor to delegate responsibilities and tasks, impaired staff relationships, and inappropriate or inadequate assignments.

Under no circumstances is the student to leave the organization or agency without first having discussed the situation with the Colloquium faculty member.

Role of the Integrated Colloquium Faculty

The faculty serves as liaison between the University of North Carolina Greensboro and community learning and field organizations, agencies, or other sites. The Colloquium instructor and field faculty for the residential and online students are responsible for maintaining relationships with each agency, providing practice guidelines and clarification of the field experience role as needed, intervening in instances where modification, assistance, and student support is needed. The field experience remains a student driven experience in which the faculty and Department Chair can provide guidance and assistance as needed. In relation to the placement, the faculty:

1. Develops relationships with field agencies and site supervisors.
2. Manages all necessary paperwork in order to solidify eligibility of agencies to place students. Once the required contracts have been completed and distributed to appropriate parties the field experience can begin.
3. Consults with students and supervisors if concerns and challenges arise.
4. Stays in contact with Site Supervisors.
5. Works with Site Supervisors when it becomes necessary to discontinue placement at a site.

The faculty teaching the Integrated Colloquium:

1. Guides the student in integrating and reflecting on the program-required competencies, conflict theory, and group dynamics.
2. Supervises the student's experience through discussion board questions, preparation of the ePortfolio, and integrative project for presentation in the classroom.
3. Helps each student evaluate his or her experiences, reflect on the skills and competencies gained in the program experience, recognize areas of growth, and identify areas for further development.

4. Assigns a final grade for the field experience. The faculty member will use the Supervisor's evaluation to complete this task and consult the Site Supervisor in this function if needed.

Important Dates and Events

Date	Event
Fall Semester	Field Experience Handbook (with potential field experience activities).
Before end of Fall Semester	Students should contact potential sites.
Spring Semester	Students confirm their field experience agency placement and submit contracts for filing.
End of the Semester	The <i>Student Evaluation of Field Site</i> form, a <i>Log of Field Hours</i> , and <i>Field Portfolio Project</i> are due on the last regularly scheduled Integrative Colloquium. The Integrative Project due date is found in the PCS 690 syllabus.