

GUIDELINES FOR SW 5096 SPECIAL PROJECTS

Students may enroll for 1-8 credits in any term, with 8 semester credits maximum available (S or N grading only). Projects may be in any area of social work: community organization, research, social services, administration, social policy, direct practice or planning, or a combination thereof. A project may be elected to provide experiential content in relation to an academic course, to provide exposure to social services for those students not having such background, to explore an area seen as a potential Field Placement or to provide an experiential outlet in an area of special interest to students.

Procedure to be followed (do as much as possible of steps 1-4 prior to beginning of term):

1. For students having a project possibility in hand, consult with the faculty person with whom you would like to work to confirm the suitability of your proposed special project.
2. Projects are usually agency based. You should find a person within the agency to act as your consultant on the project.
3. Negotiate a written agreement satisfactory to you, the agency consultant and the faculty consultant. The written agreement should contain:
 - A. A brief description of the setting, and your role in it.
 - B. A description of the activities and/or tasks in which you plan to engage.
 - C. A statement of your **learning** objectives in the project.
 - D. A statement of the responsibilities of each of the three parties to the agreement (two consultants, student.)
 - E. Specification of forms of support you'll have in the project (pay, if any, desk, telephone, secretarial help, etc.)
 - F. Number of credits for which registered: 45 hours of work is required for each credit.
 - G. A provision for renegotiation of the agreement, should that become necessary.
 - H. Method and criteria for evaluation of your performance.
4. After a satisfactory draft of the agreement is completed, the agreement should be signed by you, the agency consultant and the faculty consultant. Students should provide copies to all parties.
5. Complete the project. Students are expected to meet with the faculty consultant at the end of the semester to determine their final grade (S or N). Usually the agency consultant writes a letter documenting and evaluating the student's activities.
6. If any problems develop consult the faculty consultant **promptly** so that it does not get to be a larger issue or stand in the way of you having a profitable experience.