



## **GUIDELINES FOR WORKING WITH PRACTICUM STUDENTS IN FAMILY SERVICES**

**HEAD START PERFORMANCE STANDARDS: 1302.92, 1302.94**

Educational institutions sometimes seek placements for their students at Head Start. The purpose of such placement is to provide professional experience for students in social service and Human Service programs. Head Start's purpose in accepting practicum students, in addition to contributing to the student's education, is to utilize their talents and capabilities to enrich Head Start for our families.

### **Requirements:**

- Must have prior PFCE approval for practicum placement
- Volunteer must complete all necessary paperwork with HR

### **Suggested Job Responsibilities:**

- Assist in set up and clean up for meetings
- Publicize center and community events to parents
- Research local and national resources in response to parents' expressed needs and interests
- Assist with health screenings at center
- Maintain bulletin boards, parent rooms, pamphlet racks, etc.
- Accompany PFCE staff to community board or partner meetings
- Assist with program recruitment
- Assist with center safety and sanitation routines

If the practicum student has the desire and ability to participate more directly with families, the following activities may also be included:

- Accompany PFCE staff on home visits where children will be present. The student will actively engage with the children but will also experience some of the other aspects of home visiting. **This activity requires the consent of the family and prior approval by PFCE.**
- Provide training to or co-facilitation of parent group, in area of student's interest, i.e. wellness, crafts, exercise, computers. **This activity requires prior review and approval by PFCE.**

### **PFCE Staff's Responsibilities:**

- Interview prospective student for appropriateness
- Report to student's supervisor /tutor as specified by institution
- Provide on-going support and supervision to student
- Establish and review goals
- Ensure volunteer has completed all required paperwork
- Ensure practicum students are never left alone with children (HSPPS 1302.94)
- Review confidentiality policy
- Review Volunteer Handbook
- Inform HR of student's placement

### **FA Staff's Responsibilities**

- Review these guidelines thoroughly
- Set student's tasks and schedule in good time; plan ahead for meaningful activities and tasks
- Communicate with PFCE staff supervising student
- Review confidentiality policy and agreement
- Ensure this person's valuable time is used respectfully
- Thank and acknowledge practicum student's contribution to our program