

## Internship in Voluntary Work 5 cr.

Internship in Voluntary Work is a part of a module called Empowerment and Advocacy in Socio-pedagogical Work where the aim is to enable students to use empowering socio-pedagogical methods when working with clients. Students are able to apply ethical principles both in their professional and voluntary social work.

The aim of Internship in voluntary work is to familiarize students with voluntary and civic activity in social services. Students plan and implement their practical training taking into consideration their developmental aims for special know-how in social services. Students promote justice, human rights, equality and sustainable development in their work.

### Contents of Internship in Voluntary Work

Students know the significance, principles and practices in social services. Internship can be e.g. civic activity, voluntary work or acting as a support person. It can be started after the first year of studies and is mainly done during the second year of studies.

The extent of the course is 5 credits which entails 135 hours of student work: 100 hours of voluntary activity and 35 hours of orientation assignments and assessment of learning. Practical training entails 20 hours of voluntary work in one voluntary work organization.

### The stages of Internship in Voluntary Work

#### Stage 1)

#### Orientation to voluntary work:

- Students participate in the info session for the Internship in Voluntary Work in which the aims and the content and the requirements of the internship are discussed.
- Students familiarize themselves with the significance and principles of voluntary activity in social services and write a reflection paper and set personal learning goals for the internship based on the study material. - > The assignment will be submitted in the Moodle workspace before starting the Internship in Voluntary Work.
- Students get to know the organizations that the Degree Program in Social Services cooperate with (see Wiki - pages) and make an implementation plan for the Internship together with the cooperation organization. - > The implementation plan will be submitted in the Moodle workspace within 2 weeks of starting the voluntary work in the collaboration organization.

#### Orientation assignment

The purpose of the orientation assignment is to help students understand the principles of voluntary activity both from the coordinating organization's and the voluntary worker's perspective.

Your assignment is to go over the following study material that can be found in Moodle workspace for Internship in Voluntary work:

- Seppo, M. 2013. Finnish Civil Society Now - Its operating environment, state and status (Chapters 1, 2 and 3)

- Hanifi, R. 2013. Voluntary Work, Informal Help and Trust in Finland: Changes in Finland. European Framework for Measuring Progress (E-Frame): Proceedings of the Expert Meeting on Social Capital. Procedia - Social and Behavioral Sciences 72 ( 2013 ) 32 – 46
- Roivainen, I. In the Settlement Movement.
- Thinking of Volunteering. A Step by Step guide. Volunteer Centres. Ireland.
- Involving Volunteers: Good Practice Guide. Volunteer Centres Lincolnshire.
- Australian Red Cross – Code of Conduct  
<http://www.redcross.org.au/code-of-conduct.aspx>

After having read the material, write a paper about what you have learned reflecting on the significance of voluntary activity in social services. Also, reflect on your personal goals for the Internship; what you want to learn and how the practical training supports your skills as a professional in social services.

The extent of the orientation assignment is 2-4 pages and it should be returned in the Moodle workspace for Internship in Voluntary Work before starting the practical training period.

## Collaboration Partners

The degree programme in social services at Helsinki Metropolia University of Applied Sciences has cooperation contracts with several voluntary activity organizations. For further details on these organizations and the type of activity they have, check the Wiki - pages for Internship and the homepages of each organization. It is also possible for you to participate in voluntary work other than those that are coordinated by our collaboration partners if you prefer to do so. In this case you must get an approval for your plan from the coordinating teacher.

Implementation Plan for Voluntary Work. Implementation plan is filled in together with the target organization in which you do the voluntary work.

When making the plan, you should consider the following:

The extent of the Internship in voluntary work is 5 credits which in practice entails 135 hours of student work:

- 100 hours of voluntary work and possibly taking part in training (max 20 hours accepted) in the target organization.
- 35 hours of reading the study material, doing the written assignments and assessing the learning outcomes.

## Stage 2)

### Implementing the Internship

Internship is implemented by doing voluntary work coordinated by one of the collaboration partners or some other voluntary work organization. Students must do 100 hours of voluntary work which may include orientation program (max. 20 hours) and supervision (work counselling of volunteers) in the collaboration organization.

*Several voluntary work organizations, like Kalliola Settlement and Finnish Red Cross, offer their voluntary workers training on the principles of voluntary work where they go over e.g. the role and responsibilities of voluntary worker as well as ethical and practical principles.*

During the Internship students are required to do minimum 20 hours of voluntary work in one voluntary work organization. Students fill in a working hour record signed by the contact person in the voluntary work organization at the end of the internship. The working hour record is submitted in Moodle workspace for Internship for voluntary work.

### Implementing Internship:

Getting familiar with the context of voluntary work is necessary. If you work as a voluntary worker in an organization, it is important to know the organization's history and values. They are the foundation for all activity and understanding these principles help you to understand the organization as a whole.

Principles generally applied in voluntary work are accepting different people and values, equality, respecting each individual's rights, trust in other people and the ability for the community to solve problems independently.

The basic duty in voluntary work is professional confidentiality which is the core element of voluntary work and a vital principle for building trust. When working as a voluntary, you need to keep the appointments you make, and take part in meetings, orientation/ training and guidance offered by the collaboration organization.

Keep in mind that voluntary workers never replace professionals but rather complement different forms and structures of support with their know-how.

## Stage 3)

### Assessment of Learning, Finishing Internship

After finishing the Internship students assess their learning in voluntary work by filling in an e-form called Assessment of Learning in Voluntary Work. The link can be found in the Moodle workspace.

Students get a passing grade in Winha when they have submitted the following learning assignments:

- Orientation Task (submitted in Moodle workspace before starting voluntary work in the target organization)
- Implementation Plan for Voluntary Work (a contract with the collaboration organization > submitted in Moodle workspace within two weeks of starting voluntary work)
- Working Hour Record for voluntary work
- Assessment of Learning (the form is filled in after finishing internship)