



## LETTER TO THE WORK PLACEMENT SUPERVISOR

### DEAR PLACEMENT SUPERVISOR,

We are very happy to know that our student(s) can come and join your work community for his/her/their work placement period.

Name of the student(s) \_\_\_\_\_

Dates of placement \_\_\_\_\_

Supervising teacher at Diak \_\_\_\_\_

Contact information of Diak's supervisor \_\_\_\_\_

Completion of the study programme will give the student a degree in Social Services, Health Care, Sign Language Interpreting or Community Interpreting. Some of them will work within the church as deacons, deaconesses or youth workers and will have a dual degree. Others will find their future work amongst children, youth, handicapped people, adults or old people in the field of social work in the society. Others will be employed in hospitals or as public health nurses. The entire study programme takes 3 ½ to 4 years to complete.

### THEORETICAL STUDIES

The work placement period is preceded by theoretical studies. The student will work on various issues both in teams and individually, while preparing themselves for the placement. During this time they will also have participated in orientation and preparatory modules for going abroad.

### THE GOALS OF WORK PLACEMENT

The goals of the work placement will be agreed between the supervisor and the student according to the goals set by Diak. The goals are written down to a separate agreement and it will be signed by all parties.

### EXPECTATIONS FOR THE SUPERVISOR AND TASKS OF THE STUDENT

Diak expects the work community for the placement of our student(s) to appoint a personal supervisor for the student(s). The goal is that the supervisor will monitor the students' learning process in the new working environment. He/she will also serve as a supervisor with whom the student(s) can consult and discuss with during the placement period.

We recommend that the student(s) and the supervisor have a weekly discussion session. It is important for our students to ask questions, share problems, reflect on their goals during the process, receive and give feedback on his/her work from the beginning. For the growth of the student, it is also important that they have the opportunity to give feedback on the work community. This procedure can prove beneficial for all training participants.

It is not expected that the supervisor be a trained supervisor, as it is seen as most important that he/she be professional in his/her own field. Also important is the profession of the supervisor be similar to that of the student. Most important is that the supervisor will be available for social contact, as a human being and co-worker for the student.



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The students' workweek consists of 36 hours of work. Of course, how these hours are divided and implemented is very flexible. The student is expected to adjust to the working traditions of the training place. However, it is important that there will be time available for the student's tasks to complete written assignments during the placement. This is seen by Diak as being part of the learning process.

Students who are abroad for three months and do not study at an institute or a university for some weeks should be given enough time to build a visitation program where they can also learn by seeing, observing, and asking questions.

Students staying for three months will also choose a special theme that they will study and write about. It is important that these studies are done in co-operation with the work community and the supervisor.

Naturally, the same rules that apply to regular employees will also apply to our student. However, as a trainee the student cannot take the juridical responsibility. The student will also be bound to professional secrecy.

### **COOPERATION WITH DIAK DURING THE TRAINING**

The student will keep regular contact with the teacher responsible for his study module by e-mail. The student should write to school approximately once a week during the training period. It should be noted that visiting distant places is not possible and, therefore, email contact is very important. During the placement, it is hoped that the teacher and the local supervisor will have the possibility to write to each other. If any problems occur, the teacher should be contacted at once.

The supervisor is requested to give the student both verbal and written feedback at the end of the training. The formula for the written feedback is included. It is beneficial for the student to get feedback about points of development and growth he/she might have in that particular field and as a human being interacting with others.

Please, do not hesitate to contact us if you have any questions or issues you would like to discuss.

With best wishes for successful co-operation,

Sincerely,

### **DIAK'S INTERNATIONAL TEAM**

Email [international.office@diak.fi](mailto:international.office@diak.fi)

Ps. The student will provide you with a Supervisor's handbook, if you have not received it yet. This handbook will provide you with some more information about Diak, the process of the student and the tasks of the supervisor.