

22 STEPS PRESENTED IN SEQUENCE IN THE FIELD PLACEMENT ASSIGNMENT PROCESS

1. Students read entire “Field Placement Assignment Worksheet” before completing the form.
2. Students complete appropriate Field Placement Assignment Worksheet sections before or by March 1, in the spring semester. (There are three possibilities: 1. SSW assigned placement; 2. Place of employment-based placement; 3. Potential new placement suggested by student).
3. Student acquires faculty advisor sign-off or other acknowledgement from the advisor. If the student does not have an advisor (for example, incoming students), the field faculty may sign off on field placement suggestions.
4. Students submit Field Placement Assignment Worksheet sections, including faculty advisor sign-off, sections along with current resume (which must include recent employment, volunteer work, and/or current field placement, as relevant).
 - It is imperative that students submit both the completed Field Placement Assignment Worksheet and a current resume **on or before March 1** to begin the placement process.
5. Office of Field Education staff process Field Placement Assignment Worksheets as they are received and pass them to the field placement faculty.
6. Field Placement faculty and/or staff communicate with students about their suggestions.
7. Field Placement faculty review worksheets and contact possible placement sites based on information provided by students and on the possibility of placements at agencies with which the school has worked previously.
8. Field placement faculty investigate one potential placement at a time.
9. If a student has indicated that he or she wants field placement faculty to fully arrange the placement, the field placement faculty will review possibilities among the agencies with which the school has former affiliations.
10. If an employment-based internship has been suggested by the student, field placement faculty review the agency for suitability in meeting curricular expectations, including supervisory credentials, through discussion with relevant agency representatives. Students must submit the employment-based proposal as found in the Field Placement Assignment Worksheet.
11. If a student has suggested a new agency for field placement faculty to investigate, the field placement faculty will review the potential placement for suitability in meeting curricular expectations, including supervisory credentials, through discussion with relevant agency representatives.
12. When agency agrees to interview, or, in the case of employment-based internships, to finalize the plans, student will be informed by field placement faculty. (The student may also be informed directly by the agency, particularly in the case of employment-based internships).
13. Students arrange date and time of interviews, or meetings for further discussion, directly with relevant agency contacts provided by or verified by field placement faculty.

- Students must arrange an interview within three (3) business days with the identified contact person once the placement possibility has been identified (unless the placement will be employment-based)
 - Students must prepare for the interview with a potential placement agency as they would for a job interview.
14. Expected standard professional practice for students preparing for an internship interview:
 - Research the agency’s website to learn more about the agency’s mission, programs, and populations served.
 - Send a current resume to the contact/interviewer along with a carefully written cover letter or email message well before the interview date via the preferred means indicated by the agency contact person, typically by email, scanned pdf, or by hardcopy in the U.S. mail.
 - Research directions to the location of the interview and time it will take to get to the agency in order to arrive on time. Students should plan extra time in case of unforeseen events.
 - Dress professionally and appropriately, typically in “Business Casual”, though men should wear a tie.
 - Prepare appropriate questions about the agency and/or interns’ roles there for the interview.
 15. Students must be aware that the agency and its representatives determine whether or not they believe the student will be a good “fit” with the clients, staff, and services of the agency. Thus, the agency makes the final decision about accepting, or not accepting, the student. Again, interviewing for an internship is much like interviewing for a job.
 16. Students must be aware that the agency supervisor and the agency itself establish the hours that the student will be there for the internship. While some agencies allow for some negotiation on this point, almost all establish the expected hours for each intern. These hours typically include staff meetings, case conferences, and other necessary responsibilities and experiences. Students must adhere to the hours established.
 17. All agencies, except for a very, very few, require typical workday, weekday hours of 9:00AM – 5:00PM or 8:00AM – 4:00PM. Some may have early evening programs but still require the student to be present for the majority of his or her internship hours during the workday. Students must adjust their professional and personal schedules accordingly.
 18. Some agencies will not accept first-year placement students or students with limited relevant employment, volunteer, or previous internship experience. However, sufficient numbers of agencies are interested in working with first-year placement students.
 19. Typically, the student and field placement faculty will learn a few days after the interview whether or not the student has been accepted for field placement.
 20. Following acceptance, the student may be asked to provide additional information to the agency. Criminal background checks, records of immunizations, drug tests, and participation in special orientation sessions are typical expectations.
 21. Also following acceptance, the Office of Field Education will process the placement and send out agreement forms to the agency contact and an acknowledgement to the student.
 22. If student is not accepted at the placement, unless something arises that suggests the student should not be in placement in the upcoming academic year, field placement faculty will research a second, alternate placement and will communicate the next possible placement opportunity to student.