## **Process for Placing and Monitoring Students**

The semester preceding the field semester, students begin the field placement process. The student completes documents for Practicum, including:

1. Resume

2. Letters of Reference



Student schedules an appointment and meets with the Director of Field Education.



Student reviews list of approved placements.



Student schedules interview with field instructors at potential sites. Discusses mutual job expectations and learning objectives.



No match. Review site list and meet with Field Director as needed.

Decision by student and field instructor to proceed with placement. Notify Director of Field Education prior to the semester's start and provide field intructor's contact information. The Director of Field Education will confirm that site meets all required criteria. Student completes background check and required agency paperwork.



Begin placement the first week of the semester. Draft Goals and Learning Agreement, agency orientation, work schedule, and supervision meeting time.



Complete Goals and Learning Agreement by week 2.



Student arranges agency visit for the field instructor and the Field Director to meet on site (or phone meeting, if necessary due to distance) within first month of practicum.