Bryn Mawr Graduate School of Social Work and Social Research
Field Education Placement Flowchart: Incoming students *

**Step 1**
Field Education Office (FEO) contacts student upon enrollment to GSSWSR, and sends FEO materials

**Step 2**
Student completes and submits the pre-placement questionnaire (PPQ) and uploads resume in Sonia

**Step 3**
Interview with FEO to discuss interests, goals and field placement options

**Step 4**
FEO contacts agencies and sends on student resume to begin match process. Agencies respond to FEO indicating interest.

**Step 5**
FEO provides student with agency contact information. Student contacts agency within 48 hours to schedule an interview.

**Step 6**
If a match is made, student sends a confirmation email to Field Education Office. If no match, student informs FEO. FEO will discuss alternative agency with student.

**Step 7**
FEO sends email to agency contact with request for confirmation of placement and school-agency agreement.

**Step 8**
Student confirms with agency regarding: required screenings, clearances, agency required orientation, and schedule for field days/hours.

**Step 9**
Student completes any necessary requirements per agency request.

Field Education starts the 1st week of Fall Semester

* Timeline for FEO may vary in response to agency/student needs.

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