Field Education Placement Flowchart:
Returning Part-Time and Full Time Students *

Step 1
Field Education Office (FEO) conducts classroom information sessions and provides pre-placement questionnaire (PPQ)

Step 2
Career Development Services offers resume writing and interview skills workshop for students

Step 3
- Students currently in Field sign up for meeting with Director or Assistant Director of Field Education
- Students entering first year in field sign up for Group meeting

Step 4
Students currently in field placement meet with Director or Assistant Director of Field Education to discuss interests, goals and field placement options; PPQ & resume submitted prior to meeting

Step 5
Last day for all students to complete and submit the pre-placement questionnaire (PPQ) and resume to field@brynmawr.edu

Step 6
Students entering first year in field attend Group interviews held with Field Education Office to discuss interests, goals and field placement options

Step 7
FEO recruits agencies and refers students/resumes to begin match process. Agencies respond to FEO indicating interest.

Step 8
FEO provides student with agency contact information. Student contacts agency within 48 hours to schedule an interview.

Step 9
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 10
Student obtains Field Instructor (FI) contact information and provides to FEO. FEO sends email to agency contact with request for confirmation of placement and school-agency agreement.

Step 11
Student confirms with agency regarding: required screenings, clearances, agency required orientation, and schedule for field days/hours.

Step 12
Student completes any necessary requirements per agency request.

Field Education starts 1st week of Fall Semester

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