Bryn Mawr Graduate School of Social Work and Social Research
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)

November, 2015

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

November-December

**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

Nov-Dec, 2015

**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

January 5-23, 2016

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

January 15, 2016

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

January 24-31, 2016

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

February-May, 2016

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

February-May, 2016

**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.

February-May, 2016

**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.

March-June, 2016

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

March-June, 2016

**Step 12**
Student completes any necessary requirements per agency request.

Before field placement start date, 2016

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