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

Field Education starts 1st week of Fall Semester

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

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