## Student Checklist for Field Education Placement Process

### Step 1: Start The Field Placement Process

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Newly admitted students interview scheduled with Field Education Office (FEO).</td>
<td></td>
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<tr>
<td>1st year Full-Time: <strong>March-July</strong></td>
<td></td>
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<tr>
<td>Advanced Standing: <strong>February-May</strong></td>
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<tr>
<td>2nd year in Field: Field Education Staff will conduct information sessions during one of your Foundation classes.</td>
<td><strong>November-December</strong></td>
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<tr>
<td>Part-Time students: sign-up for Field Education information sessions.</td>
<td><strong>December</strong></td>
</tr>
<tr>
<td>1st year Full-Time: <strong>March-July</strong></td>
<td></td>
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<td>Advanced Standing: <strong>February-May</strong></td>
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</tbody>
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### Step 2: Pre-Placement Questionnaire (PPQ) and Resume

- Complete PPQ and update your resume
- Submit completed PPQ and resume to [field@brynmawr.edu](mailto:field@brynmawr.edu)
  - 1st year Part-Time and 2nd year continuing students must submit resume and Pre-Placement Questionnaire by January
  - Advanced Standing: must submit resume and Pre-Placement Questionnaire directly following enrollment
  - Incoming Full time students: must submit resume and Pre-Placement Questionnaire directly following enrollment

### Step 3: Interview with Field Education Office (FEO)

- Interview scheduled with Field Education Office
  - Interview Date: _______________________
- Interview with Field Education Staff completed
- Students are encouraged to attend resume writing and interview skill workshops offered by the Career Services Office
  - **December-January**

### Step 4: Interview with Agency

- Field Education Office will send student’s resume to agency (allow up to 1 week to hear from agency)
- Student coordinates interview with agency within 72 hours of contact
- Interview scheduled with agency (Interview Date: _______________________) REMEMBER TO BRING interview questions and copy of resume.

### Step 4(a): During Interview with Agency

- Confirm the name and contact information of the Field Instructor

### Determine requirements for clearances, screenings, orientation dates and schedule for field placement with agency

### Step 5: Contact Field Office with Interview results

- A. If match is made, student is to confirm with an email to [field@brynmawr.edu](mailto:field@brynmawr.edu). Proceed to step 6
- B. If no match is made, student is to contact FEO for further instructions

### Step 6: Placement Confirmation and Readiness for Field Practice

- Confirm field placement schedule with agency as well as screenings, clearances, and orientation dates
- Complete any necessary clearances as soon as possible. **Students are responsible for determining the clearances and screenings that are required by their agency.** These forms are accessible on the GSSWSR website.
  - [http://www.brynmawr.edu/socialwork/degrees/mss/resources.html](http://www.brynmawr.edu/socialwork/degrees/mss/resources.html)
- Read the Field Education Manual and the GSSWSR Catalog located at the following links:
  - [http://www.brynmawr.edu/socialwork/degrees/mss/resources.html](http://www.brynmawr.edu/socialwork/degrees/mss/resources.html)
  - [http://www.brynmawr.edu/socialwork/resources/](http://www.brynmawr.edu/socialwork/resources/)
- Commence Field Placement (Start Date: _______________________)