# **Student Checklist for Field Education Placement Process**

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| Step 1: Start The Field Placement Process | |
|  | Newly admitted students interview scheduled with Field Education Office (FEO).  1st year Full-Time: *March-July*  Advanced Standing: *February-May* |
|  | Part-Time students: sign-up for Field Education information sessions.  *December* |
|  | 2nd year in Field: Field Education Staff will conduct information sessions during one of your Foundation classes.  *November-December* |
| 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 2ndyear 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** | |
|  | 1. If match is made, student is to confirm with an email to [field@brynmawr.edu](mailto:field@brynmawr.edu). Proceed to step 6 |
|  | 1. 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/resources/* |
|  | Commence Field Placement (Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |