## School of Social Work
### Placement Planning Process
#### For 2\textsuperscript{nd} Year Placements 2007-2008

<table>
<thead>
<tr>
<th>DATES</th>
<th>TASKS</th>
</tr>
</thead>
</table>
| January 14     | **Student:** Placement Planning Meeting – Students entering 2\textsuperscript{nd} yr.  
- Student will receive: 2\textsuperscript{nd} Year Placement Planning form and Contact Update form |
| January 14- February 1 | **Student:**  
1. Identify possible 2\textsuperscript{nd} year placements by:  
   - Consulting with your FFL  
   - Reviewing student descriptions of field placements. Binders are located in the back of College of Social Work  
   - Consulting with current 1\textsuperscript{st} and 2\textsuperscript{nd} year students  
   - Attending Bridging the Gap Fair (Jan. 31\textsuperscript{st})  
   - Doing your own research  
2. Narrow your choice of field placement sites in conjunction with your FFL to correspond with your area of focus |
| January 22     | **Student:** Attend Bridging the Gap: Student to Professional Career and Networking Fair |
| February 1     | **Student:** Submit to your FFL a list of 5 agencies that you would consider for your 2\textsuperscript{nd} year  
- Prior to February 8\textsuperscript{th} work with FFL to narrow 5 agency choices down to 3 |
| February 8     | **FFL:** Notify the Field Education Office of each students 3 agency choices  
- FFL will give the student contact information for agency choices |
| **Field Education Office:** | Will begin to contact each agency with a list of students to interview |
| February 18 – March 18 | **Student:** Contact agencies to arrange interviews with Intern Coordinators and/or Field Instructors.  
**Agencies:** Conduct interviews and begin to rank students (i.e. acceptable 1\textsuperscript{st}, 2\textsuperscript{nd}, 3\textsuperscript{rd} choice, etc., or unacceptable [please state reason if unacceptable]) |
| By March 24    | **Student:** Will submit final rank of three agencies to FFL |
| By March 31    | **Agencies:** Email the Field Education Office a the final ranking form with their preferences |
| April 10       | **Field Education Committee:** Makes final assignments |
| April 15       | **FFL:** Will notify students of final matches  
**Field Education Office:** Will notify agencies of final matches |

****************************************************************************** SUBJECT TO CHANGE!!******************************************************************************************