Students and Agency Partners: Please follow the process outlined here closely. Because we are working with such a large number of students and agencies and realize that agencies will also be interviewing students from other schools, it is critical that communication go through our Field Education Office.

**DATES**

**TASKS**

**January 14**

**Student:**

Placement Planning Meeting 1-2:30pm – Students entering their Final Year in Fall 2013

- Student will receive information on the placement planning process and will be able to ask questions of the Field Education Office.

**Location TBD**

**January 9 - January 27**

**Student:**

1. Identify possible final-year placements by:
   - Consulting with your FFL
   - Reviewing online descriptions of agencies
   - Reviewing student descriptions of field placements. Binders are located in the back of the School of Social Work
   - Consulting with current 1st and final-year students
   - Attending Bridging the Gap Fair (Jan. 17th)
   - 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 17**

**Student:**

Attend Bridging the Gap: Professional Career and Networking Fair, 2-4pm

**February 1**

**Student:**

- Submit to your FFL a ranked list of **5** agencies at which you are interested in interviewing for your final-year field placement. From this list of 5 agencies, you will be assigned by the Field Education Office to contact and set-up interviews with **3** agencies. Contact information will come to you through your FFL. Every effort will be made by the Field Education Office to obtain interviews at your top 3 agencies. However, this cannot be guaranteed in every situation and in many situations, we must pull up your 4th or 5th choice.

**February 4**

**FFL:**

Notify the Field Education Office of each students’ 5 ranked agency choices

**Field Education Office:**

Will begin to contact each agency with a list of students to interview.

**February 18 – March 20**

**Student:**

Contact agencies (using the contact information given to you by your FFL) to arrange interviews with Intern Coordinators and/or Field Instructors.

**Agencies:**

Conduct interviews and begin to rank students (i.e. acceptable 1st, 2nd, 3rd choice, etc., or unacceptable [please state reason if unacceptable])

**By March 22**

**Student:**

Will submit final ranking of the three agencies at which they interviewed to FFL

**By March 29**

**Agencies:**

Will send the School ranking form to the Field Education Office with their student preferences.

**During the week of April 15th**

**Field Education Office:**

Makes final assignments

**FFL:**

Will notify students of final matches

**Field Education Office:**

Will notify agencies of final matches

*Calendar subject to change – Revised 8/27/12*