

Human Services Department

Understanding the Steps to the Fieldwork Placement Process



1. Students complete a Fieldwork Request form every semester.
2. The Fieldwork Coordinator analyzes the information that the student has provided, i.e., populations, age groups, transportation issues and works with the student to find an appropriate fieldwork site.
3. Calls to agencies regarding potential placements are processed according to the data provided by the student.
4. Agency contact confers with their departments and contacts the fieldwork coordinator with an answer.
5. The Fieldwork Coordinator contacts the student via telephone, or e-mail.
6. The student calls the contact person at the agency and sets up an appointment for an interview for fieldwork.
7. The student must comply with agency requirements, i.e., background checks, immunizations, etc. before beginning fieldwork.
8. Students who want to use their jobs in the human services field or a self-placement must discuss this with the fieldwork coordinator or professor for approval.

The supervisor's name and contact information must be supplied by the student. Supervisors are contacted to confirm student's fieldwork placement.

The Human Services Department has over 250 students who need fieldwork placements every semester. If you choose **not to accept** the fieldwork placement that was chosen for you by the fieldwork coordinator, you will need to **find your own** placement.

By working together, we can make the process of placement as seamless as possible.