

**School of Social Work
Placement Planning Process
For 2nd Year Placements 2007-2008**

<u>DATES</u>	<u>TASKS</u>
January 14	<u>Student:</u> Placement Planning Meeting – Students entering 2nd yr. <ul style="list-style-type: none">• Student will receive: 2nd Year Placement Planning form and Contact Update form
January 14- February 1	<u>Student:</u> <ol style="list-style-type: none">1. Identify possible 2nd year placements by:<ul style="list-style-type: none">• Consulting with your FFL• Reviewing student descriptions of field placements. Binders are located in the back of College of Social Work• Consulting with current 1st and 2nd year students• Attending Bridging the Gap Fair (Jan. 31st)• Doing your own research2. Narrow your choice of field placement sites in conjunction with your FFL to correspond with your area of focus
January 22	<u>Student:</u> Attend Bridging the Gap: Student to Professional Career and Networking Fair
February 1	<u>Student:</u> Submit to your FFL a list of 5 agencies that you would consider for your 2 nd year <ul style="list-style-type: none">• Prior to February 8th work with FFL to narrow 5 agency choices down to 3
February 8	<u>FFL:</u> Notify the Field Education Office of each students 3 agency choices <ul style="list-style-type: none">• FFL will give the student contact information for agency choices <u>Field Education Office:</u> Will begin to contact each agency with a list of students to interview
February 18 – March 18	<u>Student:</u> Contact agencies to arrange interviews with Intern Coordinators and/or Field Instructors. <u>Agencies:</u> Conduct interviews and begin to rank students (i.e. acceptable 1 st , 2 nd , 3 rd choice, etc., or unacceptable [please state reason if unacceptable])
By March 24	<u>Student:</u> Will submit final rank of three agencies to FFL
By March 31	<u>Agencies:</u> Email the Field Education Office a the final ranking form with their preferences
April 10	<u>Field Education Committee:</u> Makes final assignments
April 15	<u>FFL:</u> Will notify students of final matches <u>Field Education Office:</u> Will notify agencies of final matches

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