FIELD APPLICATION PROCESS

Due Date:

- Field Application and Student resume are due on the date requested by the Field Director.
- If the Field Application is not received a minimum of seven months prior to the planned placement the internship and is not guaranteed.
- We suggest that you submit earlier but later that the following schedule may result in delay or denial of placement assignment:
  - December 1st for May Placement
  - February 1st for Fall Placement
- The application form is online, and the final field application may be submitted online, however, the final page must be SIGNED and returned either hard copy or with Block Letter signature. Hard copies can be mailed to the School of Social Work to the appropriate Field Coordinator, or placed in their mail box in Orono or at the Hutchinson Center.
- Schedule an interview (via email request) with the Field Coordinator at the time of submission of application.

The Following Rules Apply:

- All students are required to have a face-to-face interview with the field coordinator prior to contacting any agency about a placement. SKYPE is acceptable mode of interview for distance students.
- No interviews will be scheduled until the student’s field application and a resume has been received by the appropriate Field Coordinator.
- Once a placement assignment has been agreed upon by the field coordinator and the student, the recommended process can begin.
- Interviews are required for field placement, and you should prepare for these as if you were applying for a job. Be sure to ask about, and discuss, any requirements the agency may have that you need to complete prior to placement (e.g., TB test, driving test, criminal record check, OSHA training, agency's human services orientation).
- Students may only interview at one agency unless directed by the field coordinator to interview at more than one location.
- If the student rejects the field placement assigned, he or she may interview at one additional placement assigned by the field coordinator. Any rejection of placement (or multiple rejections of the student at the placement interview may result in an academic review.)
- If the student does not accept a placement offer, he or she is responsible for notifying the agency and for sending a thank you note for the offer.
- Students may be wait-listed or rejected for placement if the Field Department feels that the student’s field application or the student’s behavior in classes or previous field placement reflects a serious maturity, ethical, practice or safety concern for clients in the potential placement.

NOTE: Students are prohibited from contacting any agency about an internship without the expressed approval of the Office of Field Education.