

**FIELD POLICY**  
**FIELD APPLICATION and ASSIGNMENT PROCESS**

All students must follow the Field Placement Application Process. The application process is to inform the Field Coordinator of each student's educational needs and desires. Failure to meet any or all components of this policy may result in field placement start date..

- 1) Students must submit a written (electronic) application and resume by the specified deadline.
- 2) Following the submission of the Field Application, students must request a personal/ individual meeting with their Field Coordinator.
- 3) A placement planning meeting with the Field Coordinator must occur prior to an interview at an agency.
- 4) Students must notify the Field Coordinator of specific restrictions to placement. This ranges from legal convictions, DHHS investigations to transportation constraints or time constraints.
- 5) An agency will be identified and determined by the Field Coordinator in collaboration with the student.
- 6) The Field Education Office makes all final placement decisions and assignments.
- 7) Students must interview with the assigned agency and notify the Field Coordinator about the interview outcome.
- 8) If the outcome is positive, the student must submit *the Field Information Form* to the Field Office Administrative Support person to begin the process of the interagency agreement. Failure to submit this form in a timely manner may result in a delay in entering the field placement.
- 9) Agency requirements (such as orientations, background checks) must be met prior to the beginning of the semester.
- 10) Students are responsible for payment of additional placement agency requirements including such things as State/Federal Background Checks or Fingerprinting.
- 11) Students are personally responsible for notifying the Agency Field Instructor of individual University Approved Disability Accommodations. Students are responsible for assuring the Field Instructor receives the appropriate paperwork.
- 12) Students who identify obstacles or barriers to accepting the assigned placement (reject the placement) must notify the Field Coordinator immediately to restart the placement process again.
- 13) Any rejection of the student for placement by the agency may result in a MARPC review. Under no circumstances will a student who fails two interviews continue in the Field placement process without a MARPC.