University of Texas Rio Grande Valley School of Social Work Office of Field Education

FIELD PLACEMENT PROCESS FLOWCHART

Step 1	Attend Field Preparation Meeting
Step 2	Complete Application for Field Placement
Step 3	Meet with assigned Faculty Advisor who must sign approval form for field placement.
Step 4	Attend the Field Fair and visit with at least three agency representatives. Inquire about settings, services offered, work schedule, etc. Document agency contact information and obtain signatures from agency representatives on your Field Fair Program.
Step 5	• Schedule an appointment to meet with an Office of Field Education faculty member for an individual interview. You must bring to that meeting: 1) Completed Application for Field Placement, 2) Faculty Advising Form signed by advisor, and 3) Field Fair Program.
Step 6	Schedule and attend interviews with potential Field Instructors in agency settings. Finalize selection and placement site by having Field Instructor complete and sign the Understanding of Field Placment Agreement form.
Step 7	• Submit signed Understanding of Field Placement Agreement form to the Office of Field Education before the due date. You will <u>not</u> be able to register for the Field Course until you submit this form to the Office of Field Education.
Step 8	Wait until you receive an email from the Office of Field Education with the CRN number needed for registration.