“Fieldwork Placement Form”
Directions
Fall 2010, Spring and Summer 2011

The Fieldwork Placement Form must be completed and returned to the Fieldwork Office (EC-479 C or EC-405) no later than:

1. **August 6th**, in order to be officially registered for the **Fall** semester.
2. **January 7th**, in order to be officially registered for the **Spring** semester.
3. **May 16th**, in order to be officially registered for the **Summer** semester.

**NOTE:** Summer semester deadlines may vary. Contact the Fieldwork Office for more information.

**Directions for completing the Fieldwork Placement Form:**
1. Complete all information before submitting it to the Fieldwork Office.
2. In order to register each semester, you must have a firm placement by the date noted above.
   a. Please indicate semester and year that you will be enrolled in your fieldwork.
   b. A firm placement means that there is an agreement with the agency and agency supervisor that you will be doing your internship/fieldwork at that site.
   c. Any changes in that placement may not occur without prior written approval by the Fieldwork Office Coordinator.
   d. If a change is to occur, prior written approval must be made before the semester begins.
   e. A Fieldwork Placement Form must be turned in every semester, regardless if you are staying at the same agency. No more than two semesters at the same agency is allowed. Your third placement must be at a different site and your current employment is **NOT an acceptable fieldwork site**.
3. Students who have registered for a fieldwork seminar course but have not submitted this form by the **date noted above**, may be dropped from the course and not allowed to re-enroll unless prior written approval has been obtained from the Fieldwork Coordinator or Instructor. Please discuss any exceptions to this **IMMEDIATELY** with the Fieldwork Office at (657) 278-4496.

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These directions and this policy are intended to help students successfully negotiate the Fieldwork Program within the Department of Human Services as well as to gain experience in meeting deadlines and following rules. While there may be some unforeseen emergencies that do not allow a particular student to complete the directions as stated, any exceptions can only be made by the Fieldwork Coordinator. It is strongly encouraged that the student notifies the Fieldwork Office well in advance of the beginning of the semester if an exception is going to be requested.