Internship Placement Process

Before looking for a placement, it is important for a student to think about what he/she would like to learn. This can be accomplished by setting both short-term and long-term goals. Short-term goals are related to what a student hopes to learn in a particular placement. A long-term goal may be what a student hopes to learn through all of the fieldwork placements or what he/she hopes to accomplish in his/her lifetime.

Ultimately, finding a fieldwork placement is a student driven process. Students are responsible for finding and securing an appropriate placement from the Fieldwork Office, “Approved Agency List.” Students are to have secured a placement approximately three weeks prior to the commencement of each new semester.

Although the Fieldwork Office encourages students to find a placement at least two months before the new semester, some students may delay the process. During this time, site supervisors may expect calls from students who are seeking internships for the following semester.

A timeline is provided to illustrate important dates and deadlines for the student and the site supervisor.

Revised 03/06