Finding a fieldwork site is similar to looking for a job. It takes time and involves looking at what is available, setting up interviews, and securing a placement. Here are some suggestions and an easy to follow check-list that will help you prepare for your fieldwork experience.

**Searching for an agency**
- Look through the Approved Agency Directory in EC-479 or visit our website: [http://hhd.fullerton.edu/husr/fieldwork/agencydir/](http://hhd.fullerton.edu/husr/fieldwork/agencydir/)
- Choose several agencies that may fit in your schedule
  - The directory provides information about all the approved agencies available for fieldwork placements
- Call different agencies. Ask to speak with a supervisor and set up an appointment to meet prior to the semester (One or two months prior is recommended.)
- Allow ample time for special requirements such as trainings or orientation sessions
  - Remember that some agencies require interns to meet clearance requirements (fingerprinting, background check, TB test, and a DMV report) before beginning the internship

**The Interview**
- Dress appropriately
- Be prepared to answer questions the interviewer may have about your educational and career goals, background and previous experience
- Be prepared with questions that you want to ask your supervisor such as:
  - What specific tasks will I be doing as an intern? What type of training is offered? When will supervision take place?

**Making an Important decision**
- Choose an agency that works best for you
- Confirm your placement with the agency supervisor
- Set up a time schedule with your new supervisor keeping in mind that you need to complete 120 hours during the semester.

**Fieldwork Responsibilities**
- Click on link to Fieldwork Packet: [http://hhd.fullerton.edu/HUSR/Fieldwork/FieldworkPacket.htm](http://hhd.fullerton.edu/HUSR/Fieldwork/FieldworkPacket.htm)
  - All the forms can be printed and used from this site
- Complete the Fieldwork Placement Form, available in EC-479, or online
- Turn the Placement Form into the Fieldwork Office (EC-479)—due three weeks before classes begin. All students must turn in a form each semester even though you have interned at the same site previously. Contact (657)278-4496 if you have additional questions.
- Sites not on agency list need to be approved. See Fieldwork Coordinator for petition. Do not start a site prior to getting it approved

**Getting an Early Start**
- Start Early! You may begin your fieldwork hours and complete up to 20 hours towards the 120 hour requirement before the semester begins. This includes the summer session also.