



SUPERVISED FIELD PLACEMENT APPROVAL PROCESS

Check List

- _____ 1. Complete application
- _____ 2. Submit three references (forms are provided in the packet). Two references must come from instructors in the Human Services Program. The third may be an employment or volunteer supervisor or an instructor outside of the Human Services Program (Math, English, etc.)
- _____ 3. Submit Resume' (Career Center can assist)
- _____ 4. Call the Program Director to return the completed application as well as to schedule an appointment to come in for a writing sample. In a short essay, be prepared to address the following:
 - a. Your personal philosophy of human services.
 - b. What values and attitudes you bring to this field
 - c. What specific courses have prepared you to meet the challenges of this field
 - d. What you hope to gain from field experience
- _____ 5. Application and writing sample packet is reviewed by a standing Human Services Review Committee.
- _____ 6. The Director notifies applicant regarding the Committee's decision and to discuss any recommendations.
- _____ 7. Attend the mandatory field placement orientation, if approved for field.
- _____ 8. Schedule and conduct interviews with agency or agencies chosen from the list of approved sites.
- _____ 9. Obtain signature from supervisor of selected site on the field placement contract provided in the packet.
- _____ 10. Make an appointment with Program Director during regular advisement

period to register for Supervised Field Placement and other classes if needed.

Blue Disk #1: PRE-REGISTRATION PKT – SFP – APPROVAL PROCESS CHECK LIST