“Fieldwork Placement Form”
Directions
Fall 2017, Spring and Summer 2018

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

1. **August 4th**, in order to be officially registered for the Fall semester.
2. **January 5th**, in order to be officially registered for the Spring semester.
3. **May 11th**, 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. Submit Fieldwork Placement Form with your Petition packet.
   d. Any changes in that placement may not occur without prior written approval by the Fieldwork Office Coordinator.
   e. If a change is to occur, prior written approval must be made before the semester begins.
   f. 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.
   g. You may fax your Fieldwork Placement Form to: (657) 278-8530.
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.

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.
Fieldwork Placement Form

***Due in Fieldwork Office three weeks prior to the beginning of the semester***

**Student Information**

Today’s Date: _______________________

Name: _______________________________ C.W.I.D. # _______________________

Street address: _______________________________________________________

City: _________________________________ Zip code: _______________________

Phones / Home: _______________ Work: _______________ Other: _______________

E-mail address: ______________________________

**Advisement Track / Course Information**

☐ Mental Health  ☐ Elementary Education  ☐ Gerontology  ☐ Persons with Disabilities

☐ Community Agency & Organizational Practice  ☐ Substance Abuse Treatment & Prevention

SEMESTER: (check one)  ☐ Fall  ☐ Intersession  ☐ Spring  ☐ Summer  YEAR: ______

SEMINAR: (check one)  ☐ 396  ☐ 495  ☐ 496  ☐ ONLINE COURSE

Time of class: _______ Day of class: _______________ Instructor: ________________

**Secured Fieldwork Placement**

Student has interviewed and been accepted for internship at the following agency:

Agency Name: _______________________________________________________

Program Name: _______________________________________________________

Agency Address: _______________________________________________________

Agency Phone Number: _______________________________________________

Supervisor’s Name: ___________________________________________________

**Is this an approved site?**  YES ☐  NO ☐

If NO: Students must complete a Petition to obtain approval to do fieldwork if agency is not in the Approved Agency Directory. You must file a petition at least four weeks prior to the semester and receive approval from the Fieldwork Office before starting your internship. Please verify that your petition has been approved by calling our office at (657) 278-4496. A second petition is not required if done at the same site again.

Please see the 2017-2018 Approved Agency Directory for current and accurate listings. You can either browse on-line at: http://hhd.fullerton.edu/HUSR/Fieldwork/agencydir/default.asp or view the directory in the Fieldwork Office in EC-479. **Contact Info:** Phone: (657) 278-4496  **Fax:** (657) 278-8530