“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 one copy to the Fieldwork Office and one to your professor.
   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. 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.
4. **Effective Spring 2018 semester**, petitions will no longer be permitted. Exceptions are only approved by the Human Services Department Chair.
Fieldwork Placement Form

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

NOTE: Make an additional copy for your Fieldwork Instructor and submit via email or drop off in EC-405.

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:__________________________________________________________

NO PETITIONS ARE PERMITTED BEGINNING SPRING 2018 SEMESTER

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