“e- Fieldwork Placement Form” Directions

Spring 2019

The e-Fieldwork Placement Form must be completed and submitted online by:

1. **Jan 2nd**, in order to be officially registered for the **Spring** semester.

**Directions for completing the NEW e-Fieldwork Placement Form:** Do not turn in hard-copy forms. You will complete this form online and it is due 3 weeks prior to the semester. Please do the following:

1. Go to Approved Agency Directory website and select your agency: [http://hhd.fullerton.edu/husr/Fieldwork/agencydir.htm](http://hhd.fullerton.edu/husr/Fieldwork/agencydir.htm)
2. Open the link (agency you secured your placement at)
3. **SELECT:** Access Fieldwork Placement Form after you have been selected.
   a. Follow the instructions and type in your contact info, instructor, and course number. Once you have completed the online form, hit the Submit Form Button. All information will be sent to our office electronically.
4. You will receive a confirmation email sent to your personal or school email address. You must print this out or email to your instructor if an online course.
   a. If a change is to occur, contact the Fieldwork Coordinator or Department Chair, Dr. Kanel to discuss your situation.
   b. *An e-Fieldwork Placement Form must be submitted each 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.*
5. 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.
6. NO PETITIONS ALLOWED.

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 and/or Department Chair. 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.

Revised 11/18