

“e- Fieldwork Placement Form” Directions

Fall 2020

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

1. Due to COVID-19, the due date to submit your e-form for virtual or onsite fieldwork has been extended. Submit your form as soon as you find a site.

Directions for completing the *e-Fieldwork Placement Form*: Once you have been selected as an intern, complete this form online. Submit this form only if you have been chosen to intern at the site. Review and complete the following instructions below:

1. Go to Approved Agency Directory website and select your agency:
<http://hhd.fullerton.edu/husr/fieldwork/fieldwork-agency-directory.php>
2. Open the link (search for your agency and correct program)
3. **SELECT:** View Program
4. On the top of the page, **SELECT:** Access Fieldwork Placement Form for this agency after you have officially secured your site.
 - a. Follow the instructions and type in your contact info, instructor, and course number. If you have a different supervisor, enter this information in the field provided.
 - b. Once you have completed the online form, hit the **Submit Form** Button. All information will be sent to our office electronically.
5. You will receive a confirmation email sent to your personal or school email address. You must forward this email this to your instructor for verification.
 - a. If a change is to occur, contact the Fieldwork Coordinator or Department Chair, Dr. Ruby to discuss your situation.
 - b. *An e-Fieldwork Placement Form* must be submitted each semester, regardless if you are staying at the same agency the following semester. No more than two semesters at the same agency is allowed. Your third placement must be at a different site.
6. Students must attend the online seminar course and complete fieldwork OR complete an alternative assignment to receive full credit for this course. Please discuss any exceptions to this policy **IMMEDIATELY** with the Fieldwork Coordinator at: julimartinez@fullerton.edu or Dr. Jim Ruby at: jruby@fullerton.edu.
7. **NO PETITIONS ALLOWED** during this time.

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.