

Fundamentals of the Field Placement Process

General F.P. Information:

- Students need to familiarize themselves with the field placement process by reading the F.P. Handbook and other resources on the department website.
- Students are expected to conduct their own search process to secure a field placement (Practicum or Internship site). I am here to help and support you, as needed; however, you must do the initial legwork.
- (FYI, “intern” is a generic term [both a noun and a verb] that can refer to what you do for both your Practicum class and Internship class. So when I say “intern” that does not refer exclusively to Internship class; it’s for Prac, too.)

Here’s the basic order for the whole field placement process:

- In your first and second semesters, read the Field Placement Handbook and review the videos – all of which are posted on the F.P. page of our department website (www.monmouth.edu/professionalcounseling)
- Around your third semester in the program (as well as any other semester you wish), meet with your academic advisor to confirm that you are on track with your course of study to qualify for Practicum in the semester you hope to take it (e.g., that all prerequisites are satisfied).
- After you have confirmed that you qualify for Practicum/Internship, e.g., you’ve satisfied all prerequisites, then you can begin the field placement process:

The Basic Field Placement Process:

- o Students can start looking for sites at any time, and it is BEST to do so one to two semesters prior to when you plan to intern. There is a list of sites that we have worked with on the F.P. page of our department website. That is just a launching off point; you do not have to secure a site from that list, but if it is not one of those pre-approved sites, you’ll need to get the site approved by me/Director of F.P (details below).
- o *After I announce early in each semester that F.P. APPLICATIONS will be accepted for the upcoming semester, you can then work on all of your Field Placement forms (all of which are completed in Tevera) starting with the F.P. APPLICATION and AUDIT. For the complete list of forms and the sequence in which to complete them, please refer to the “Pre-Semester Forms Guide” attached here (formerly known as the “Quick Reference Guide”).* **Meanwhile, you should be looking for a site placement by that time (e.g., 4-6 months before you plan to intern).**
 - **PLEASE NOTE:** You MUST intern at a site that allows audio recordings of your individual sessions. That requirement is non-negotiable.
 - After your APPLICATION and AUDIT are approved by your academic advisor in Tevera, continue to outreach sites to secure a placement.

- Once you have secured a site (e.g., you've received a commitment from the site that they will take you as an intern), you will then need to complete the F.P. AGREEMENT.
 - **Please Note:** If you secure a placement with a site that is **new** to us, you must complete the SITE QUALIFICATION form, and the site must be approved by the Director of Field Placement before moving forward.
 - Along with the F.P. Agreement, you will need to submit the rest of the forms listed in the "PRE-SEMESTER FORMS GUIDE", including your supervisor's CV and license and the Semester Dates form. ***For the Semester Dates form, enter one week before the semester and one week after the semester (as the beginning and ending dates).
 - Once your FP Agreement is completed by your site supervisor and approved by me, you will be eligible to be registered for the course (by me).
- Students do not register themselves for Practicum or Internship courses. I do that for all students, and I do so largely based on the order in which I receive your F.P. Agreements. Therefore, the sooner you complete the FP Agreement, the better the chance you have for getting your first choice of course section (which you indicate on your F.P. Application).
- Only submit Applications one semester in advance, after I announce it is time to do so. So, if you intend to take a P/I class in the spring, submit an application between 9/15-11/15; for the summer, submit an application between 1/15-4/1; and for fall, submit an application between 5/15-7/1.
- Pay close attention to the attached "Pre-Semester Forms Guide" and follow it strictly. E.g., submit applications and audits to your advisors, not to me. Only do the Qualification form if the site is new to us, etc.
- Students need to complete the same f.p. process/forms every semester you take Prac/Internship – even when you are staying at the same site for the next semester. These forms are only good for one semester; therefore, the term of the FP Agreement needs to be one semester only. (See the F.P. Handbook for more info about interning at the same site for multiple semesters and for restrictions on interning where you work.)
- **Please AVOID these common mistakes:**
 - Limiting your search for a site too narrowly. I encourage you to outreach many sites, as you are likely to only hear back from a couple of them. Be willing to intern outside of your comfort zone.

- Make sure you complete ALL of the Pre-Semester forms (e.g., Application, Agreement, etc.) for the appropriate class in the CORRECT drop down menu title in Tevera (e.g., Practicum, Internship 1, Internship 2, Internship 3, etc.).
- Be sure to enter correct dates into the “Semester Dates” form: one week before the semester as the beginning date, and one week after the semester as the ending date.
- You DO NOT have to have a site secured by the FP APPLICATION due date; you only need to submit the Application by the due date. (You CAN have a site secured, but it is not required at that time. You have until two weeks before the start of the semester to secure a site and get registered for the class.)