

Field Placement Timeline of Responsibilities

Activity	Completed by	Fall 2021 Deadline	Spring 2022 Deadline	Summer 2022 Deadline
Review Field Placement Handbook	Student	June 4	Aug. 30	Jan. 21
Submit Student Interest Form, current resume or CV, and Competency Self-Assessment	Student	June 4	Aug. 30	Jan. 21
Identify 3 Potential Field Placement sites and Preceptors, and discuss plans with Program Coordinator	Student & Field Placement (FP) Coordinator	June 11	Sept. 24	Feb. 11
Submit a paragraph description of your project and confirmed site contact information	Student	June 25	Oct. 15	March 4
Assign Faculty Advisor to Student	FP Coordinator	July 2	Oct. 22	Mar. 11
Meet with Preceptor and consult with Faculty Advisor to develop Field Placement Proposal; submit and revise for approval	Student	July 2-16	Oct. 22- Dec. 3	March 11- April 15
Complete online CITI course and submit certificate	Student	July 16	Dec. 3	April 15
Complete Affiliation Agreement	Agency Designee and FP Coordinator	July 30	Dec. 17	May 6
Register for Field Placement	Student	TBD	TBD	TBD
Submit proposal to IRB for review	FP Coordinator	July 16	Dec. 3	April 15
Apply to MCW IRB if determined necessary by IRB	Student & Faculty Advisor	July 23	Dec. 10	April 22
Complete course prerequisites	Student	July 30	Dec. 17	May 6
Start Field Placement (approximate date)	Student	Aug. 30	Jan. 17	May 31
Submit Field Placement Log to Field Placement Team	Student	Monthly	Monthly	Monthly
Complete Midpoint Progress Report and Review	Student, Preceptor & Faculty Advisor & FP Coordinator	Oct. 22	March 11	June 24
Submit Site Deliverables, Portfolio, Action Learning Project Summary Report & PowerPoint Presentation	Student	Dec. 10	April 29	July 22
Conduct presentation to appropriate stakeholders	Student	Dec. 10	April 29	July 22
Participate in Exit Interview	Student, Preceptor, Faculty Advisor & FP Coordinator	Dec. 10	April 29	July 22
Complete Evaluation of Preceptor and Field Placement Experience	Student	Dec. 17	May 6	July 29
Complete Evaluation of Student	Preceptor	Dec. 17	May 6	July 29
Complete Evaluation of Student & assign final grade	Faculty Advisor (with input from Preceptor)	Dec. 17	May 6	July 29

Last revised 4/7/2021