

FACS 487 FIELD PLACEMENT PROCEDURE & PETITION

ELIGIBILITY

Updated Fall08

1. Junior Standing – preferably second semester
2. All 100 or 200 level courses completed when internship begins.
3. Minimum of 50% of the FACS sequence requirements completed within the major.

BE SURE YOU MEET ALL ELIGIBILITY REQUIREMENTS BEFORE YOU APPLY

APPLICATION PROCEDURES

1. Student will submit a completed petition with preferred site to the Professional Practice Coordinator 4-6 weeks prior to starting the Field Placement experience.
2. An informal resume should be attached to the petition.
3. Field Placement Supervisor (Dr. Richardson) will send letter and/or email confirming professional practice site, semester of employment, and name of on-site supervisor to student and employer.

TASKS CHECKLIST BEFORE BEGINNING FIELD PLACEMENT

- ___ Meet eligibility requirements
- ___ If unsure of where to do an internship make an appointment with Dr. Richardson
- ___ Submit completed application (includes petition and resume) to FACS Department
- ___ Receive letter/Email confirming Field Placement
- ___ Pre-register for FACS 487
- ___ Complete and pass any testing and interviewing required by the place of employment
- ___ Print Field Placement Manual from FACS Website <http://web.olivet.edu/facs/>
- ___ Get “Letter of Agreement” signed (Letter is in the Manual)

