Local Junior and Senior Placements
Field Pre-Placement Checklist
Residential Spring 2018
Liberty University Social Work Department

All required Field forms and requested documentation must be submitted to the Department of Social Work through residentialsocialwork@liberty.edu. Please keep a copy of all of your forms.

Due Date: October 11, 2017
☐ Student attends Resume Workshop @ 5:30PM DH 1128
Or Student attends make-up Workshop on October 12, 2017 @ 7AM DH 1128

Due Date: October 23, 2017
☐ Students complete and submit the Field Enrollment Application*.
☐ Students submit a copy of their most updated Resume*.
☐ Students complete and submit the Field Fair Registration Form*.

*All Students (on either Gate system) must submit these documents through the Gate 2 Portal on the Residential Field Experience Webpage.

Due Date: October 27, 2017 and October 30, 2017
☐ Students have the opportunity to participate in a Placement Preference Interview with the Field Staff on either date. Sign-ups will be posted for interview slots on October 24th in the Department Office. Students may opt out of these interviews.

Due Date: November 8, 2017
☐ Social Work Department will contact students with the three (3) scheduled interview times with assigned agencies. If the agency is not attending the fair, the student will need to schedule the interview themselves.

Due Date: November 9, 2017
☐ Student attends Interview Workshop @ 5:30PM DH 1336
Or Student attends make-up Workshop November 10, 2017 @7AM DH 1336

Due Date: November 14, 2017
☐ Field Fair @9:00AM – 12PM Alumni Ballroom

Due Date: November 17, 2017
☐ Students complete a minimum of three (3) interviews.
☐ Students complete the Student's Final Choice Form
☐ Agencies submit Final Choice Form.
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Due Date: December 1, 2017

☐ Students who have turned in their paperwork on time will receive an e-mail notification from the Social Work Department confirming the selected agency.

☐ Field Instructors and Agency Field Coordinators receive an e-mail notification from the Social Work Department confirming whether a specific student will be placed at their agency.

Due Date: December 6, 2017

☐ Student attends Field Enrollment Workshop @ 5:30PM DH 1128

Or Student attends make-up Workshop on December 7, 2017 @ 7AM DH 1128

Due Date: Dec. 8, 2017

☐ Student submits complete Beginning Contract to the Department.

Due Date: January 23, 2018

☐ Field Instructors, Agency Field Coordinators, and students will attend a mandatory Field Orientation Training, 9:00-11:30pm tentatively scheduled for this date.