



MIDLANDS TECHNICAL COLLEGE
HUMAN SERVICES PROGRAM

INSTRUCTIONS FOR CONTACTING AGENCY
FOR FIELD PLACEMENT

Information about the agency you have selected

Agency _____

Street Address _____

Zip Code _____ Telephone _____

Name of Contact Person(s) _____ Title _____

_____ Title _____

Instructions:

1. The above agency should be contacted immediately.
2. When you call the agency, ask to speak to the contact person(s) indicated above. If the person is not available at the time you call, leave a message that you will be calling back. Ask the person who answers the phone when is the best time to call.
3. When you reach the agency contact person, identify yourself as a Midlands Technical College Human Services Student. You may say something like this:

"My name is _____. I am a Human Services Student at Midlands Technical College. I am planning to enroll in Field Placement next semester and would like to do my internship at your agency. I would like to make an appointment with you to discuss the possibility of being placed as an intern at your agency during our next semester."

4. Write down the date and time of your appointment. (See page 3) If needed, request travel directions to and within the agency.
5. Be on time. Be prepared to discuss your anticipated class schedule, career goals, personal and work commitments, etc. during your interview. Take your current school identification with you as a reference.
6. The appropriate sections of the packet of information that was given to you during the orientation meeting must be given to your supervisor. (letter to the agency supervisor and the Student Profile form) These documents contain information that he/she will need during your placement at the agency.
7. If you are accepted for placement, remind your supervisor to complete the Supervised Field Placement Agreement. You are responsible for returning the form to the Human Services Office and completing registration for the course.

8. You may begin working at the agency two weeks before the semester begins. However, you will only be permitted to credit a maximum of 40 hours prior to the first day of classes.
9. If you are not accepted as an intern at the first agency that you have selected, please contact your second choice for placement. Remember also that you may politely decline an acceptance if, during the interview, you decide that the internship does not match your schedule, interests or goals.
10. Any questions regarding Field Placement should be discussed with Mary Rawls. Please do not ask other students. You may be given wrong information.

The following may be helpful to you as you arrange your placement: Please keep this information as a reference during the semester. Part I should be completed when you call for an appointment with the agency contact person. Part II should be completed during your placement interview.

Name of student _____ Course _____
Sect # _____

Part I

Agency _____ Telephone: _____

Location _____

Travel Directions _____

My appointment is scheduled for _____
Day Date

_____ with _____
Time Name of Person

Location Within Agency

Part II

Supervisor: _____ Telephone: _____

My field work days will be:

_____ from _____ to _____

_____ from _____ to _____

I am to begin on _____ at _____

My general assignment is as follows:

When my supervisor is not available and I need to get in touch with him/her I should contact the following person (s).

Name _____ Title _____ Telephone: _____

Name _____ Title _____ Telephone: _____