

**THE ANNE & HENRY ZARROW SCHOOL OF SOCIAL WORK
FIELD EDUCATION PROGRAM
TULSA CAMPUS**

PRE-PLACEMENT INTERVIEWS for PRACTICUM

Before the Interview, do some research on the agency/facility to learn

- The size of the agency
- Its organizational auspices; is it public or private?
- Funding sources
- The array of services offered and the client population served
- Recent news
- Location
- Etc.

At many sites, placement interviews are handled like a job interview. You may be asked to fill out an application form (employment, volunteer.) Dress as you would for a job interview.

Take with you to the interview

- Student Profile and Field Education Needs
(This is located in your IPT *Application for Field Instruction* form)
- Updated Resume
- ACP Practicum Information handout, if applicable
- The Field Education Coordinator's business card, if applicable
- Name of person you will interview with
- Contact information for person you will interview with
- There is no need to take your *Practicum Proposal & Approval* form with you to a pre-placement interview. However, if you are relatively certain that you already have a placement with this instructor, or that you will be offered a placement, identify and write down the proposal questions that your field instructor will have to help you answer and take them with you to the interview. You could possibly save time for yourself (and also for your instructor) by addressing these questions at the time of the interview. You will have to use your judgment to decide if the interview is the right time.

Be sure to let your interviewer know

- You will be doing a foundation year or concentration year practicum
- You will be doing a fall-spring, spring block, or spring-summer placement
- When your practicum will start

- How many hours per week you will be in practicum
- Beginning and ending dates for your practicum
- Your class schedule, if relevant
- Any special circumstances that must be taken into account
- Field instructors are required to attend a competency-based field education training for field instructors if they have not attended during or since August 2011

Questions that might be relevant during your interview

- What will I do as a practicum student in this setting?
- Who would be my Field Instructor?
- Would my field instructor be off-site?
- How will supervision work?
- Will I have a preceptor? More than one?
- Will I be doing home visits?
- Will I be expected to do crisis line coverage?
- Will I be required to transport clients
- Will I be required to travel as a part of my placement? If so, will I be able to get travel reimbursement?
- Where will I be located?
- Will I have a desk? Phone and/or computer access?
- Will I have private space to talk with clients when needed?
- Are there expected hours and days for a practicum student?
- Will I need to start my practicum early for any reason?
- Will I need to be in my practicum during the holiday semester break?
- Is there a dress code or other rules about professional appearance? Is what I am wearing appropriate?
- Where do students park? Is there a fee for parking?
- Are there additional site requirements I will need to meet before beginning my placement? If so, what is the process for meeting & verifying them?
- Are there any stipends available for this practicum?
- What ACP evaluation project might fit the site's needs or be best suited to the practicum facility? (Let your interviewer know that your ACP faculty liaison will work with them and you to plan this project.)

Later:

- ✚ Send thank-you notes to people who have taken the time to give you an interview.
- ✚ If offered a placement, and you are not ready to decide, tell the interviewer that you will have two more interviews before deciding.
- ✚ Don't leave the interviewer or the site hanging!
- ✚ Contact the person who has given you an interview to let them know about your practicum placement decision.
- ✚ If you are offered and accept a placement, get instructions about who to report to, when and where, the first day of your practicum.