



FIELD PLANNING CHECKLIST

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Attend Informational Meeting

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Read the information in the Planning Packet

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Submit a draft cover letter following the cover letter guidelines

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Submit a draft resume with the information in the resume outline

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Schedule Individual Planning Conference

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Complete Individual Planning Conference

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Email copy of completed cover letter and resume

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Schedule internship interviews as soon as possible

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Attend internship interviews

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Confirm Placement

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Obtain closure with placement sites you have interviewed with.

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Submit to the Field Education Office the completed Confirmation of Field Placement form. A placement is not considered confirmed until we have received this form.

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Gather information regarding coverage under placement site's Malpractice Liability Insurance and need to purchase own insurance