### HSR 304/404 Field Experience and Seminar Checklist

#### Step 1: Preliminary/Planning
- Meeting with Advisor and student declaration of major in Human Services and Addictions program
- Enroll in HSR 100: Society and Human Services (*Fall or Spring*)
- Enroll in HSR 105: Helping Skills and Techniques (*Fall or Spring*)

#### Step 2: Pre-Placement (*recommended during 3rd year/Jr status*)
- Review the HSR Field Placement Manual
- Complete Field Experience and Seminar Checklist
- Check with Advisor on enrollment status
- Schedule an informational session/interview with Field Placement Coordinator
  - Fall HSR 304 enrollment contact between February-March
  - Spring HSR 304 enrollment contact between September-October
  - Summer HSR 304 enrollment contact between March-April
- Check eligibility for scholarship opportunities with OIFSP Grant

#### Step 3: Interview Process
- Determine population or Agency of interest to complete required 180 hours per semester
- Complete screening interview for placement with Field Placement Coordinator
- Student coordinates interview with Agency provided by Field Placement Coordinator.
- Students may present other agencies to participate for Field Experience Seminar and would need to discuss prior to the interview process.
- Date of interview: _________________
- Complete all requirements for screenings, orientations, background checks for the agency
- Notify Field Placement Coordinator of acceptance of placement with Agency
  - Include agency name and point of contact.
  - *IF unable to confirm placement with agency, notify Field Placement Coordinator IMMEDIATELY to identify other field placement sites*

#### Step 4: Enrollment and Readiness of Field Experience Seminar
- Confirm with Field Placement Coordinator and Agency clearance to begin semester
- Review the HSR 304 Learning Contract (will receive during the first week of courses)
- Review the HSR 304 Agency Agreement (will receive during the first week of courses)

#### Step 5: HSR 404: Advanced Field Experience Seminar
- Completion of HSR 304: Field Experience Seminar
- Confirm with agency completion of consecutive semester
  - *IF not continuing at agency, schedule meeting with Field Placement Coordinator to discuss options for HSR 404 enrollment and agency placement*