



## Application for PSYC 495 Field Placement

### Procedures and Timeline

**APPLICATION DEADLINE:** Third Friday after the start of the semester by 12:00pm (noon).

**INTERVIEWS:** Interviews will begin the week immediately following the application deadline. Applicants should sign up for an interview time BEFORE the application deadline. Applicants will sign up for interviews outside Dr. Szwedo's office (Miller 1165). Interviews will be held in Miller 1165.

**DECISIONS:** Decisions are expected to be made within two weeks (i.e. by the second Friday) after the application deadline. Accepted applicants will be asked to complete a shorter Site Application within approximately two to three business days following notification of acceptance. Students who are not accepted for Field Placement may be asked to consider applying for an Introductory Field Work position with Dr. Szwedo (<http://www.psyc.jmu.edu/ug/introfieldwork.html>).

**SITE INTERVIEWS:** Acceptance into Field Placement does not guarantee students a Placement Site. However, Dr. Szwedo will work with students throughout the semester to help them obtain a Placement Site until all opportunities are exhausted. Information from accepted Field Placement students (Resumé and Site Application) will be sent to sites of interest immediately upon Dr. Szwedo's receipt of the Site Application and revised Resumé (if necessary). Site supervisors will then review students' information and begin to offer interviews during the following weeks. The timing of site interviews is variable (i.e. some sites are quick to set up interviews while others may not know for several weeks if they can offer interviews).

**SITE PLACEMENTS:** Every effort is made for students to obtain a Placement Site prior to the start of Registration. This is not always possible given that this process requires coordination with community supervisors who are very busy with their work. It is therefore the goal that every Field Placement student will have a Site Placement prior to the end of the semester.



## Application for PSYC 495 Field Placement

### Application Instructions

1. Read the Field Placement Guidelines (Student Responsibilities) found on the psychology website: <http://www.psyc.jmu.edu/undergraduate/flplacement/studentresponsibilities.html>
2. Please complete and print the Application form below, attach an unofficial transcript, and place it in Dr. Szwedo's mailbox in the psychology MAIN OFFICE SUITE (1126). If you have difficulty and are unable to print a copy of your unofficial transcript, please simply note this on your application form below and Dr. Szwedo will access your transcript confidentially through the Psychology Department office solely for the purposes of consideration for Psyc 495.
3. The following needs to be **attached to an email** to Dr. Szwedo ([szwedode@jmu.edu](mailto:szwedode@jmu.edu)).
  - A. Current Resumé (Word Document requested)
    - a. Consultation with Career and Academic Planning is **highly** recommended. The professionals in this office will help you improve the content and format of your resumé which will make you more competitive for Field Placement and also for Placement Sites.
  - B. Recent photograph in which you look professional
    - a. This can just be a headshot with your phone against a neutral background. Please: no pets, pictures in restaurants, or with a significant other that has been cropped out, etc.
  - C. Written statement of at least two typed pages (Word Document requested) specifying:
    1. What are your career objectives?
    2. Why do you wish to enroll in Field Placement?
    3. Why would you be a good candidate for Field Placement?
    4. What other courses do you need to take during the semester you will be in Field Placement?
    5. When do you plan to graduate?
    6. What are your time commitments during the semester you will be in Field Placement? (e.g., work, sports, etc.)?
    7. Indicate your **\*\*\*top three choices\*\*\*** of Field Placement sites and provide a brief paragraph explaining each choice. Also list two additional back up choices and provide a sentence or two explaining your reasons for these choices. Please note that there are many options within Public School Placements and each school is considered a site choice.



## Application for PSYC 495 Field Placement

8. List two references with names, titles, addresses, email addresses, and phone numbers. Include at least one undergraduate psychology instructor. Indicate your relationship to the persons listed (e.g., employer, professor in two courses, etc.). *This is a professionally designed process, so use references accordingly.*
- D. Please enter the subject for this email as: **TermApplyingForFP(yourLastnameFirstname)**.
- a. Ex. Spring2017FP(SzwedoDavid)
4. Sign up for an interview on the sheet outside Dr. Szwedo's office (Miller 1165).
  5. Look over the Field Placement Interview Guide to prepare for your interview (<http://www.psyc.jmu.edu/ug/documents/FPInterviewGuide.pdf>). Dress professionally for your interview. Be prepared to answer the five questions listed in the guide. **Bring a copy of your updated resumé to your interview.**



## Application for PSYC 495 Field Placement

**James Madison University**

**Department of Psychology**

### Psychology 495 – Field Placement in Psychology Application Form

Student's Name \_\_\_\_\_ ID # \_\_\_\_\_

Local Address \_\_\_\_\_

Telephone \_\_\_\_\_

JMU E-mail address \_\_\_\_\_

Semester applied for \_\_\_\_\_

Expected Graduation \_\_\_\_\_

Cumulative GPA \_\_\_\_\_

Psychology GPA \_\_\_\_\_

Number of semester hours completed in Psychology \_\_\_\_\_

Number of semester hours currently enrolled in Psychology \_\_\_\_\_

I am aware that the selection process for PSYC 495 includes consideration of a personal interview, input from consultation with all departmental faculty, application materials, references, transcript, and past performance in related activities. I give my permission for these resources to be contacted/accessed and used for my consideration for selection into PSYC 495.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date