

Professionalism and Professional Expectations – OBTAINING PLACEMENT

Students are expected to be responsive to both the Agency Supervisor and the Director of Practice Education throughout the ENTIRE practicum admission process and placement. This means:

- **Communication:** Students must respond to Agency Supervisors / Director of Field Education within 24 hours of contact, each time. This means checking your email daily. Noncompliance can be a violation in practicum policies and placement options. (Students have lost placements due to lack of response time – waiting one week to respond, the agency views this as disrespectful and may choose to reject the student for placement).
- **Interactions:** Students must respond in an appropriate and professional manner when interacting with the Agency Supervisor / Director of Practice Education. This means having effective communication, being clear, organized, and reliable. Agency Supervisors are extremely busy, please be respectful of their time.
- **Punctuality:** Must arrive to all interviews *15 minutes early*. Yes, this seems like a lot but in the professional world, this is the expectation. You should not have Directors, Supervisors, or any other staff waiting on you, at any time.
- **Professional Dress:** You are required to be dressed up (no jeans allowed). Attire should reflect seriousness, professionalism, and the social work identity. If affordability is a concern, please be creative and problem solve. Be culturally appropriate and trauma-informed in your choices.
- **Attention to Detail:** It is expected that you will follow through, make sure email contacts are entered correctly if corresponding by email, names are spelled correctly, no spelling or grammatical errors in your writing, etc.
- **Preparedness:** Please be prepared for your interview, this means: reviewing your agency mission and goals, know the programs, know and understand the population in which they serve, and review their website. Please bring three questions to every agency interview, this shows professionalism, planning/thinking ahead, and professional curiosity.
- **August 1:** Please contact your agency and set up your schedule for Fall Semester. Remember you are required to complete 15 hours a week. This shows professionalism and will allow you to start planning your practicum hours for the upcoming semester.