

Field Placement Requirements

Students who wish to enroll for field placement (PSYC 6305) and work in a field placement position must obtain permission from the Graduate Program Committee before enrolling for the course and initiating the field placement.

To obtain permission, students must:

- 1) Complete the Field Placement Information Sheet (below)
- 2) Provide a letter from the faculty member who will oversee the field placement that acknowledges his or her intent to oversee the field placement and provide a grade in the field placement course
- 3) Provide a letter from the on-sight supervisor that briefly discuss the nature of the work that will be done in the field placement
- 4) Submit all materials to the Graduate Program Director (preferably in an electronic format)

Once the graduate program committee receives this information, it will review the field placement request and inform the student whether the request has been accepted or denied. The committee reserves the right to request additional information and/or meet with the student to discuss the field placement before making a decision.

After completing the field placement, students need to provide committee with a brief report that discusses the work performed during the field placement.

Field Placement Information Sheet

General Information

Name _____ Date _____

UTEP Identification Number _____

Specialization Area _____

Dissertation Advisor _____

Dissertation Committee Members _____

Information Regarding Potential Field Placement

Name of Organization: _____

Address: _____

On-site Supervisor's Name: _____

Please attach the following information to this sheet

- I. Curriculum Vita
- II. Preliminary plan of study indicating those courses you have completed
- III. Brief description of your short- and long-term career goals. What type of occupation and in what type of organization do you envision yourself working once you have completed your Ph.D.?
- IV. Describe your dissertation topic. Do you anticipate that you will be collecting data for your dissertation in conjunction with your Field Placement?
- V. Information regarding the potential field placement
 - A. Describe the organization in which you will be working
 - B. Describe the on-site supervisor's qualifications
 - C. Describe in detail the duties you anticipate performing and any products that might result from this work
 - D. How many hours would you work per week? Would this FP last longer than one semester?
 - E. Would this FP be paid? If yes, indicate the amount and source of pay?
 - F. Would you be collecting data that will be used in publications, presentation, or your dissertation? Would the organization place any restrictions or limitations regarding the use of these data? Have you secured the approval from the Human Subjects' Review Committee. If yes, attach a copy of the approval.