

III. PROCEDURE FOR ESTABLISHING NEW FIELD EDUCATION SITES

The following general procedure is used in the determination of a new field site:

- A. Contact agency and schedule site visit with potential field instructor (see Standards for the Selection of Field Instructors).
- B. Site Visit
 - 1. Tour agency
 - 2. Identify space/equipment for student
 - 3. Determine potential student learning assignments and appropriate volume of assignments
 - 4. Review potential field instructor/task supervisor qualifications and determine compliance with standards
 - 5. Determine agency director agreement and support
 - 6. Determine suitability for foundation and/or concentration placement; for concurrent and/or block placement and stipend availability.
 - 7. Review contents of MOA
 - 8. Discuss benefits to field instructors and task supervisors.
 - 9. Discuss training opportunities for field instructors/task supervisors
 - 10. Briefly discuss use of Field Education database
- C. Mail packet of forms and database information
- D. Make acceptance decision, notify field instructor/agency.