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.