630 Information

Beginning your first field placement, or “internship” can be exciting and concerning. It is a good time for you to explore your interests and professional preferences. You are encouraged to be a big part of the process by obtaining information about potential sites of interest and making choices about your most preferred sites.

630 Semester Process

The process of obtaining a field placement is multifaceted. YOU are the person who arranges for your placement.

- Some sites will require you to apply online and you must wait to be contacted by them.
- Some sites prefer students to make direct contact with them by email (or telephone). However, if you need assistance a 630 instructor or the 630 coordinator (Dr. Kris Eiring) are available.
- Some sites will contact Dr. Eiring and request students to interview. Dr. Eiring will communicate information about these opportunities via email.
- Dr. Eiring will also invite all of you to attend an informational session held during the semester.
- Many sites now want students to show initiative and interest so your first email or telephone call to a site is important. Your instructor can help provide guidance and direction but you will likely be asked to interview and arrange the time with the site staff.
- ***You NEED to secure a placement site three weeks prior to the beginning date of each semester. You are at risk of not finding a placement if you go beyond this date and this would mean dropping the class.

Locating a Field Placement Site

- There is a Field Placement Document that lists sites that typically accept Rehabilitation Psychology undergrad students. You will find site names, short descriptions and how best to contact a particular site on this document.
- Sites have different steps to follow for applying for a field placement.
- Some sites have online applications. Examples include Madison School & Community Recreation (MSCR), McBurney Center, UW Hospital, Meriter Hospital, and Wisconsin Early Autism Program (WEAP); you can contact these sites and apply online directly with no instructor assistance.
- Some sites will take many students while others will take only 1-2.
- Most sites will require you to interview, so be prepared for this. You might (or may want to) have a resume prepared. Bring this to the interview.
- If you are interested in a site and it is not listed you can ask your section’s supervisory instructor, or class coordinator (Dr. Eiring), to work with you to review the site for approval.
• You can be paid for your field placement site and some employment may qualify. However, you need to get approval for this from the 630 section instructor or course coordinator, and your employer must agree to this and be willing to complete the paperwork and supervisory requirements.

**Hours at Site and Beginning Dates**

- The site supervisor needs to offer you the position; your instructor often cannot simply place you at a site.
- You coordinate your hours to be at the site with the site supervisor.
- Your beginning date to count your total semester hours is the first day of the semester. Sometimes you may be asked to begin sooner, since not all agencies and schools are on the University schedule. You can only count those hours that occur during the semester. There are many reasons for this and beyond the scope of this document.
- You are encouraged to finish your hours by the last week of the semester (i.e., last week of classes). Sometimes you may be allowed to finish your total hours during finals week, but it is highly recommended you try to finish during the final week of classes. This should be discussed with your 630 instructor.
- You can make up hours missed in a week by talking with your site supervisor and arranging to be on site more hours a particular week.

**Timeline for Looking & Contacting Sites**

- You should begin looking and apply for your field placement early. Typical timelines include:
  - Fall – to start in September you should be looking and applying in July.
  - Spring – to start in January you should be looking and applying in November.
  - Summer – to start the 8 week session in mid June you should be looking in April

**Credits**

- You can take 2-6 credits of 630 per semester.
- Credits are related to hours at your field placement site.
- One credit = 40 hours
- Example: 3 credits of 630 means: 3 x 40 = 120 hours/spring or fall semester; this works out to 8 hours per week for the 15 week semester

You are the only person who can increase or decrease your credits in 630. Your instructor may need to approve this but he/she does not have access to your Student Page. To change credits, do not “Drop” and re-add the class. You can change the number of credits by going to the Student Center, selecting the correct semester, and selecting “Edit”. Next select 630 and use the pull
down tab to change the number of “Units” (i.e., Credits) for the course. If you have problems call the enrollment helpline and they will walk you through it. Just tell them you are trying to edit your class to change number of credits on a variable credit course. 262-0920.

- If you want to change your credit total you need to do this during the first three weeks of the semester. After this you should be set and have an agreement with your site supervisor to be at the site certain hours per week. You cannot add credits at the end of the semester if you have put in more time at your site. Likewise you cannot decrease credits at the end of the semester because you did not complete the agreed upon credit hours at the beginning of the semester (i.e., you did not go to your site enough hours). You need to honor the contract created.

**Forms for 630 That Must be Completed**

1. Contract (completed with the help of your 630 TA/Instructor; provided on Learn@UW) and explained in class or seminar
2. Weekly Logs (provided on Learn@UW) and explained in class or seminar
3. Evaluations (provided on Learn@UW) and explained in class or seminar