

TEN STEPS SSW STUDENTS

CHECKLIST – 2nd Year Placement

- 1. Attend one of two orientation meetings:
Wednesday, January 16, 11:00am-12:00pm;
Saturday, February 9, 12:00pm-1:00pm.
All meetings are being held in Milne Hall, Room 200.
- 2. Attend workshops in January/February/March: (resume/cover letter, licensure, choosing concentration) and career development workshops.
- 3. Meet with liaisons, field instructors – to discuss career goals.
- 4. Review field options on Website (available March 11, 2008).
- 5. Update resume (include current field placement)
- 6. Attend Field & Career Fair (March 12, 2008; 12:30pm-3:30pm, Campus Center Ballroom 2nd floor).
- 7. Begin placement interview with select agencies: March 13.
- 8. Submit Letter of Intent by March 26.
- 9. Submit verification letter/closure contact form by May 1, 2008.
- 10. Obtain **Permission number** for registration – (requires receipt of complete file)*

***Complete file includes:** (Letter of Intent, current resume, required reading, closure contact and verification forms).