

# Step by Step Practicum Placement Process



Department of  
Human Services  
UNIVERSITY of ALASKA ANCHORAGE

## Step 1: The Application

The completed Practicum Applications and accompanying documents (cover letter and resume) should be submitted electronically to the Practicum Office by March 31<sup>st</sup> for the Fall placement.

## Step 2: Meeting with The Practicum Coordinator

Immediately after the application deadline students have the responsibility to contact the Practicum Coordinator/Instructor and schedule an interview where the Practicum Application Packet and possible placement options will be discussed.

To make an appointment, students may email [sbkabranian@alaska.edu](mailto:sbkabranian@alaska.edu) using their UA student email or call 907-786-6449.

## Step 3: Referral Process

After the interview with the Practicum Coordinator/Instructor if the application is approved, the student will contact potential placement agency. Practicum placement will be completed by the coordinated efforts of the student and the Practicum Coordinator/Instructor.

When an agency agrees to interview, the student will inform the Practicum Coordinator/Instructor, who will send a Referral Form.

Once the student receives the Referral Form, they will contact the listed agency to schedule a visit and a placement interview.

The visit should be treated as a job interview. If the placement is important, the student should convince the agency that they are the best candidate. Remember there are other students hoping to be placed at the same agency.

The agency has the authority to make the final decision on whether to accept a student or not.

## Step 4: Agency Interview

It is strongly suggested that the student provides a resume to the interviewer prior to the agency visit. If the agency accepts the student, the Referral Form should be completed and signed by the agency representative to confirm placement.

It is the student's responsibility to make sure the signed Referral Form is returned to the Practicum Coordinator/Instructor.

## Step 5: Registration

Once the Practicum Office receives the completed and signed Referral Form, the Practicum Coordinator/Instructor will give the student the required permissions to register for the course.

After the instructor approval is entered and UAA registration period is opened the student may register for the Practicum Seminar Course.

The Student will complete agency volunteer application/background check process as required by the particular placement agency.

## Step 6: Learning Agreement

When the semester officially begins, the student is expected to visit the agency and meet with the Field Supervisor to discuss their learning plan. Within three weeks after the start of the Practicum Seminar class students are required to make an appointment with their Field Supervisor and the Practicum Coordinator/Instructor to review the Learning Agreement.