

Northern Kentucky University Human Services and Addictions Program

HSR 304/404 Field Experience and Seminar Checklist

Step 1: Preliminary/Planning	
	Meeting with Advisor and student declaration of major in Human Services and Addictions program
	Enroll in HSR 100: Society and Human Services (<i>Fall or Spring</i>)
	Enroll in HSR 105: Helping Skills and Techniques (<i>Fall or Spring</i>)
Step 2: Pre-Placement (<i>recommended during 3rd year/Jr status</i>)	
	Review the HSR Field Placement Manual
	Complete Field Experience and Seminar Checklist
	Check with Advisor on enrollment status
	Schedule an informational session/interview with Field Placement Coordinator <ul style="list-style-type: none"> • Fall HSR 304 enrollment contact between February-March • Spring HSR 304 enrollment contact between September-October • Summer HSR 304 enrollment contact between March-April
	Check eligibility for scholarship opportunities with OIFSP Grant
Step 3: Interview Process	
	Determine population or Agency of interest to complete required 180 hours per semester
	Complete screening interview for placement with Field Placement Coordinator
	Student coordinates interview with Agency provided by Field Placement Coordinator. Students may present other agencies to participate for Field Experience Seminar and would need to discuss prior to the interview process. Date of interview:
	Complete all requirements for screenings, orientations, background checks for the agency
	Notify Field Placement Coordinator of acceptance of placement with Agency Include agency name and point of contact.
	<i>IF unable to confirm placement with agency, notify Field Placement Coordinator IMMEDIATELY to identify other field placement sites</i>
Step 4: Enrollment and Readiness of Field Experience Seminar	
	Confirm with Field Placement Coordinator and Agency clearance to begin semester
	Review the HSR 304 Learning Contract (will receive during the first week of courses)
	Review the HSR 304 Agency Agreement (will receive during the first week of courses)
Step 5: HSR 404: Advanced Field Experience Seminar	
	Completion of HSR 304: Field Experience Seminar
	Confirm with agency completion of consecutive semester
	<i>IF not continuing at agency, schedule meeting with Field Placement Coordinator to discuss options for HSR 404 enrollment and agency placement</i>