**Procedures and Timeline**

**APPLICATION DEADLINE: Third Friday after the start of the semester by 12:00pm (noon).**

**INTERVIEWS:** Interviews will take place following the application deadline. Interviews typically take place either in person or via Zoom. The modality will be dictated by the number of applicants, given the quick turnaround/decisions that Field Placement needs to make to successfully place students at community sites ahead of other programs. **We will be in touch after the application deadline with interview instructions.**

Visit <https://www.jmu.edu/chbs/psyc/fieldplacement/_files/fp-interview-tips.pdf> to prepare for your interview. Dress professionally for your interview. Be prepared to answer the questions listed in the guide, among others.

**DECISIONS:** Decisions are expected to be made within three weeks after the application deadline. Accepted applicants will be asked to complete a shorter Site Application within approximately two to three business days following notification of acceptance.

**SITE INTERVIEWS**: Acceptance into Field Placement does not guarantee students a Placement Site. However, we will work with students throughout the semester to help you obtain a Placement Site until all opportunities are exhausted. Information from accepted Field Placement students (Resumé and Site Application) will be sent to sites of interest immediately upon receipt of the Site Application and revised Resumé (if revision is recommended). Site supervisors will then review students’ information and begin to offer interviews during the following weeks. The timing of site interviews is variable (i.e. some sites are quick to set up interviews while others may not know for several weeks if they can offer interviews).

**SITE PLACEMENTS**: Every effort is made for students to obtain a Placement Site prior to the start of Registration. This is not always possible given that this process requires coordination with community supervisors who are very busy with their work. It is therefore the goal that every Field Placement student will have a Site Placement prior to the end of the semester.

**Application Instructions**

1. Read the Field Placement Guidelines (Student Responsibilities) found on the psychology website:   
   <https://www.jmu.edu/chbs/psyc/_files/field-placement-guidelines.pdf>
2. Send an email to [fieldplacement@jmu.edu](mailto:fieldplacement@jmu.edu) that includes/attaches the following.

Please enter the subject for this email as: **TermApplyingFor(yourLastnameFirstname)**.

ex.: Spring2025(SalvatoreJessica)

1. Current Resumé (PDF)

Consultation with JMU’s Career Center is ***highly*** recommended. The professionals in this office will help you improve the content and format of your resumé, which will make you more competitive for Field Placement and also for placement sites.

1. Recent photograph in which you look professional

This can just be a headshot with your phone against a neutral background.

Please: no pets, pictures in restaurants, or with a significant other that has been cropped out, etc.

1. Written statement of at least 400 words (single-spaced PDF) addressing:
2. What are your career objectives?
3. Why do you wish to enroll in Field Placement?
4. Why would you be a good candidate for Field Placement?
5. What other courses do you need to take during the semester you will be in Field Placement?
6. When do you plan to graduate? (This information is also requested on the application form.)
7. What are your time commitments during the semester you will be in Field Placement? (e.g., work, sports, etc.)
8. Indicate your \*\*\*top three choices\*\*\* of Field Placement sites and provide a brief paragraph explaining each choice. Also list two additional backup choices and provide a sentence or two explaining your reasons for these choices. Please note that there are many options within public school placements and each school is considered a site choice.
9. Attach a completed version of the PSYC 495 application form below as a one-page PDF.

Note: At least one of your two references must be your instructor in a college-level Psychology course. Under “relationship,” specify how this person knows you in a professional context (e.g., employer, professor in X courses, etc.). *This is a professional process, so select references accordingly*.

Department of Psychology

**APPLICATION FORM**

Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ JMU E-mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester applied for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expected Graduation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cum. GPA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Psychology GPA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of semester hours completed in Psychology \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of semester hours currently enrolled in Psychology \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Reference #1*

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Reference #2*

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am aware that the selection process for PSYC 495 includes consideration of a personal interview, input from consultation with all departmental faculty, application materials, references, transcript, and past performance in related activities. I give my permission for these resources to be contacted/accessed and used for my consideration for selection into PSYC 495.

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Signature Date