



### **Return to Field Placement Policy & Procedures**

The relationship between the student and the Field Education site is a critical component of the learning experience. Students who experience an un-natural break in their field placement may not be able to return to their initial fieldwork site and may need to be reviewed and re-assigned where possible. In order to respond to the student's needs and ensure a smooth transition upon return, the student will be required to prepare an action plan.

If a student experiences an un-natural break in field placement for any reason, the student may be required to complete a **Return to Field Placement Action Plan**. Should the field instructor, student and field faculty agree that the "break" was acceptable/approved, then an Action Plan does not need to be completed. The goal of the action plan is to ensure that the student is ready and able to fulfill the responsibilities and expectations associated with field education. This plan must be submitted at least three weeks prior to the posted start date of field instruction for the term. An Academic Success meeting may be scheduled to address field and any other academic issues occurring as a result of the "break."

The student's Action Plan will be reviewed and approved by their assigned Field Faculty and must also have the approval of the Assistant Dean for Field Education. This review will evaluate the student's proposed Action Plan, and if requested, any restrictions and/or accommodations that will involve the fieldwork site. If the fieldwork site is unable to provide the requested accommodation, and an equally effective accommodation is not available, the student will need to work with the Office of Field Education to obtain another field placement. Students are strongly encouraged to consult with the UM Office of Services for Students with Disabilities if accommodations or restrictions are anticipated to be part of the student's Action Plan.

If a student has been under the care and/or supervision of a physician or other health care professional during the period of time he/she was unable to participate in field placement, a memo will be sent to the identified health care provider *after the student has signed a release of information*, requesting that the provider submit a health care release which indicates the student is ready and able to return to the field placement with or without accommodations.

If the release from the health care provider includes any restrictions or need for accommodations, then the statement must include the duration of the restrictions or need for accommodations, and the necessity for any follow up care that may impact the field placement. All documentation will be submitted to the Office of Field Education (OFE). If accommodations are indicated, then the information will be sent to the UM Office of Services for Students with Disabilities for review. This office will advise OFE with regard to the implementation of the requested accommodations.

Attached is a copy of the Return to Field Placement Action Plan that students must complete.

