

PROTOCOL FOR
CONTACTING AN AGENCY FOR PRACTICUM EMPLOYMENT

Remember that you are responsible for securing a position with the agency. In that regard, the Resume/Cover Letter class, and the Interview Skills class are invaluable. At all times, be polite, respectful, patient and professional. Remember that you are an ambassador for the Department and the University. Here are the suggested steps.

1. Begin by calling the agency to see if they are accepting Practicum students for the summer in which you plan to take the Practicum.
2. If they are, inform them that you are required to work a minimum of 35 hours per week for twelve consecutive weeks over the summer. Make sure that they can accommodate a full time Practicum student.
3. If they can accommodate those hours, let them know that you are very interested in working there, and ask for details about their application process.
4. Follow the process indicated.
5. Follow up a week or two later with a courtesy call to:
 - a. Make sure the proper person at the agency received your information,
 - b. Reiterate your interest in working at the agency,
 - c. Ask if there's any further information that they need;
 - d. Inquire about their processes and timelines for screening applications and scheduling interviews.
6. If you don't hear from the agency within the timeframe they have specified, place another courtesy call to inquire about your status.