

2016-2017 Academic Year Field Education Placement Calendar

August 2, 2016	Begin receiving Academic Year Field Education Student Applications and set up interviews
August 15, 2016	Deadline for Church/Agency Applications for Academic Year Placements (email attachments are acceptable: fieldeducation@div.duke.edu)
August 15- September 9, 2016	Student interviews for academic year placements.
Friday, September 2, 2016 3:00 pm	Deadline for Academic Year Field Education Student Applications. All Students must complete the "Student Application" online and <u>schedule</u> a mandatory interview prior to the deadline.
September 16, 2016 5:00 pm	Announce Academic Year Placements
September 20, 2016	Payroll for field education students serving WORK STUDY PLACEMENTS (146 Langford)
September 21, 2016	Payroll for field education students NOT serving work study placements (103 Westbrook)
September 22, 2016	Payroll for field education students NOT serving work study placements (103 Westbrook)
September 25, 2016	Academic Year Placements begin
September 26, 2016 9:00 am to 1:30 pm	New Student/New Supervisor Orientation (required) 0016 Westbrook
September 28, 2016	International Worship Service
October 6, 2016 12:30 pm to 1:30 pm	Summer 2017 International Field Education Information Session (pizza provided) 0016 Westbrook
October 17, 2016	Academic Year Learning-Serving Covenant DUE (signed covenants should be uploaded into Sakai prior to due date)
November 4, 2016 2:30 to 5:00 pm	First academic year reflection group meeting, required for all Field Ed students (pizza supper following), 0016 Westbrook
November 9, 2016 12:30 pm to 1:30 pm	Student-Initiated Field Education Information Session – (brown bag lunch) 0015 Westbrook
January 9, 2017	Academic Year Midterm Reviews Due (signed reviews should be loaded into Sakai prior to due date)
January 10, 2017 12:30 pm to 1:30 pm	Summer 2017 Field Education Information Session (pizza provided) 0016 Westbrook
January 27, 2017 3:00 pm	Deadline for Summer 2017 Field Education Student Applications. All Students must complete the "Student Application" online and <u>schedule</u> a mandatory interview prior to the deadline.
February 3, 2017 2:30 to 5:00 pm	Second academic year reflection group meeting, required for all Field Ed students (pizza supper following), 0016 Westbrook
February 20, 2017	Deadline for Church/Agency Applications for Summer 2017 Placements (email attachments are acceptable: fieldeducation@div.duke.edu)
April 30, 2017	Academic Year Placements end
Week of May 1, 2017	Final Evaluations Due from Supervisors, Lay Mentoring Teams, and Students (signed evaluations should be uploaded into Sakai prior to the due date)

Color Key

Yellow – Deadlines

Green – Attendance required by student