

2019-2020 Academic Year Field Education Placement Calendar

Aug. 5, 2019	Begin receiving Academic Year Field Education Student Applications and set up interviews
Aug. 15, 2019	Deadline for Church/Agency Applications for Academic Year Placements (email attachments are acceptable: fielddeduction@div.duke.edu)
Aug. 5 - Sept. 6, 2019	Student interviews for academic year placements.
Wednesday, Aug. 28, 2019 @ 3pm	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.
Friday, Sept. 13, 2019 @ 5:00 pm	Announce Academic Year Placements
Tuesday, Sept. 17, 2019	Payroll for field education students serving WORK STUDY PLACEMENTS (142 Langford)
Wednesday, Sept. 18, 2019	Payroll for field education students NOT serving work study placements (142 Langford)
Thursday, Sept. 19, 2019	Payroll for field education students NOT serving work study placements (142 Langford)
Sept. 21-22, 2019	Academic Year Placements begin (Saturday for Non-Profits settings/Sunday for Parish settings)
Monday, Sept. 23, 2019 9:00 am to 12:30 am	All Students and Supervisors Orientation (required). First day of Field Education Plenary Session and Reflection Group Meeting 0016 Westbrook
Oct. 2, 2019	CPE Day (Clinical Pastoral Care) – Café Hallway
Friday, Oct. 4, 2019	Academic Year Learning-Serving Covenant DUE (signed covenants should be uploaded into Sakai prior to due date)
Oct. 9, 2019	International Worship Service
Tuesday, Oct. 22, 2019 12:30 pm to 1:30 pm	Summer 2020 International Field Education Information Session (pizza provided) 0016 Westbrook
Tuesday, Oct. 29, 2019 12:30 pm to 1:30 pm	Student-Initiated Field Education Information Session – (brown bag lunch) 0015 Westbrook
Wednesday, Jan. 15, 2020 12:30 pm to 1:30 pm	Summer 2020 Field Education Information Session (pizza provided) 0016 Westbrook
Friday, Jan. 24, 2020 3:00 pm	Deadline for Summer 2020 Field Education Student Applications. All Students must complete the "Student Application" online and <u>schedule</u> a mandatory interview prior to the deadline.
Monday, Feb. 17, 2020	Deadline for Church/Agency Applications for Summer 2020 Placements (email attachments are acceptable: fielddeduction@div.duke.edu)
Friday, March 27, 2020	Announce Summer Placements
Sunday, April 26, 2020	Academic Year Placements end
Friday, May 1, 2020	Final Evaluations Due from Supervisors, Lay Mentoring Teams, and Students (signed evaluations should be uploaded into Sakai prior to 5:00 pm May 1, 2020)

We are thrilled you are applying to participate in Theological Field Education! Participation in Field Education during the 2019-2020 Academic Year requires the following:

- Participation in your placement context 13-15 hours a week
- Regular attendance in the Field Ed Plenary & Reflection Group every other Monday from 11:00am-12:30pm (counts toward your 13-15 hours in placement)
- On-time completion of all assigned written work, including Learning Serving Covenant, Theological Reflection Journal and Evaluations

Color Key

Yellow – Deadlines	Green – Attendance required by student
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DUKE UNIVERSITY
Biographical Data Sheet for Faculty, Staff and Support Staff

Date: _____ Duke Unique ID: _____

Last Name: _____ First Name: _____ MI: _____

Birthdate: _____ E-mail Address: _____

Home/Permanent Address: _____

City: _____ State: _____ Zip: _____ Area Code/Phone: _____

Campus/Temporary Address: _____

City: _____ State: _____ Zip: _____ Area Code/Phone: _____

Name of Emergency Contact: _____ Area Code/Phone: _____

Marital Status: _____ Sex (M / F)*: _____ Race*: _____

U.S. Citizen (Y / N): _____ Handicapped (Y / N): _____

Veteran (Y / N): _____ Vietnam Veteran (Y / N): _____ Disabled Veteran (Y / N): _____

Have you Worked at Duke Before (Y / N): _____

If Yes, Dates Employed: _____ Departments: _____

EDUCATION: Highest Grade Completed? _____

Degree(s) Earned or Matriculation / Dates / Institution:

Honors (Including Honorary Degrees) / Dates / Institution:

Previous Professional Experience: Position / Dates / Institution

Licensed Professional Practice and Professional Certification / Dates: _____

*Required for Equal Employment Opportunity Purposes Only

ALL STUDENTS receiving funding from the Divinity School or The Duke Endowment are required to confirm their payroll status with the Administration and Finance Office, **even if this is not your first field education placement and even if you have previously been on the Duke Payroll System.**

When you receive your announcement, please look at the last page where your placement is indicated; if there is **any** funding showing, you will need to attend a payroll session. If you are doing a **student-initiated placement** and none of your funding will go through the Duke Payroll system, you do **not** need to attend one of the payroll sessions.

Students receiving funding must meet with Maggie Long or Dana Auton, Administration and Finance Office, for confirmation of payroll status. Students should plan for 10-15 minutes to confirm payroll status.

Please note the following times for payroll sign-up:

For Students serving Work Study placements:

Tuesday, September 17 (142 Langford)

9-12 noon; 1-4 p.m. (hours available to confirm payroll status)

For Students NOT serving Work Study placements:

Wednesday, September 18 or Thursday, September 19 (142 Langford)

9-12 noon; 1-4 p.m. (hours available to confirm payroll status)

You are required to provide the following documentation at your payroll session:

- Completed “[*Biographical Data Sheet*](#)” or can be found on the Field Education website under forms and policies. (a new biographical data sheet must be completed for each placement period.)

If you are not currently on Duke Payroll, you will also need to provide:

- Your current passport **OR** your valid driver’s license and original Social Security card for identification purposes (*Note, if you do not have them readily accessible, you will need to get them prior to September 17*). These documents are necessary to begin the hiring process. Failure to bring these to the payroll session will delay your being hired and your first check.
- After you have met with Maggie Long or Dana Auton and provided them with the necessary forms, they will begin the hiring process. Once you are in the system, you will receive an email to your Duke email account from *SuccessFactors Onboarding*. You will need to immediately go to the Onboarding Portal link in the email and complete the requirements before you will be hired into the system. *Please note that any delay in completing the requirements will delay your payroll compensation.*

Students who do not attend a scheduled payroll session and provide all required documentation (as listed above) may not receive their October stipend until November 25th.