

After you have completed your initial searches you may choose up to 3 agency preferences.

To choose an agency as a preference you will visit that agency's detail page. At the bottom of the page is the link: [Add Submission](#).

Click this link and your student detail page will be populated with that agency as one of your preferences.

Once you have selected your preferences you can rank them or delete them to make changes using the commands on the right.

Field Education team members may also make changes to your preferences as part of your advising. You will be notified by email if a change in your preferences has been made.

Agency Preferences		
1	Center for Human Entrepreneurship Services (CHES)	Down Delete
2	Seedleaf	Up Down Delete
3	Plantory	Up Down Delete

Prior to meeting with your field advisor you will need to complete the field marked "SW Interests, career-research goals, etc.". This field is expandable and you can make it as long as you need to communicate your agency interests and other important information, such as schedule availability, restrictions, accommodations, etc.

This provides the advisor a starting point in helping you find the best agency for your practicum experience. The more information you give us, the better able we are to advise you!

Confirming your Placement in IPT

When you are ready to confirm your agency placement you will choose the appropriate semester under the “Field Assignments” section.

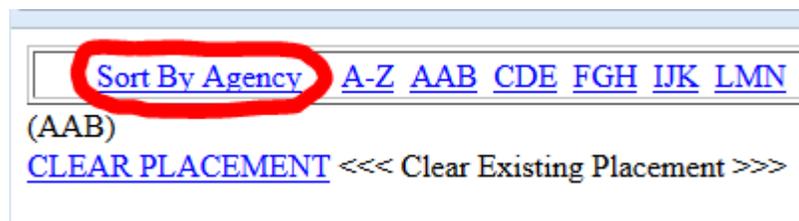
Field Assignments:

Semester	Agency	Field Instructor	Phone Number	Codes
Fall 2020				Change
Spring 2021				Change
Summer 2021				Change

If you find that the semesters listed are not accurate you may be on the wrong student detail page. To get to the correct page you will go to the top left of the screen, just under your name, and find the “Student Account” drop-down menu. Toggle between the two options until you find the current semester op-



Now that you’re on the correct detail page you are ready to confirm your placement. Click on the “Change” link next to the appropriate semester. A new window will open and you will click on “Sort by Agency”.



You can now locate your agency using the alphabetical sorting options. Click on your agency and it will auto-populate the appropriate field and return you to your student detail page. If your agency is not listed in IPT you can use the fields above marked “Agency Not Found in Database”. You will also need to contact the Field Director to get any agency not listed in IPT approved **BEFORE** beginning your placement.

If you have any questions about how to confirm your placement in IPT contact

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