

## Healthcare Management Fieldwork Planning Important Dates and Meetings

- Important due dates and mandatory fieldwork planning meetings are listed below.
- To find the dates that pertain to you, first identify the semester in which you plan to complete fieldwork and then refer to the corresponding information.
- The **Planning Meeting** explains the process of setting up your placement, and the **Orientation Meeting** covers essential information you need to know before you begin your hours.
- **Attendance at both meetings is mandatory. Meetings are from 12:30 – 1:30 pm.** The dates are posted in advance, so plan accordingly.
- In addition to the meetings, students are welcome and encouraged to meet with the Healthcare Management Coordinator individually to discuss their plans.
- On the **Intent to do Fieldwork form**, you identify the semester in which you intend to do fieldwork and provide basic contact details. The **Application to do Fieldwork** is the form where you identify the specific agency or organization that has accepted you and provide the agency's contact details. Both forms and the manual are available on the [HCM Fieldwork Website](#) and the Pre-Fieldwork Planning Community Room in BlackBoard. The forms should be submitted to the Healthcare Management Coordinator by the due dates listed. Students should download and review the HCM Fieldwork Manual.

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### Fieldwork Semester: SPRING SEMESTER 2023 (January 23 – May 12, 2023)

Planning Meeting	March 1, 2022
Intent to do Fieldwork (form)	Due March 22, 2022
Application to do Fieldwork in Spring 2023	Due September 2, 2022
Orientation Meeting	November 15, 2022
Fieldwork Starts	January 23, 2023

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### Fieldwork Semester: SUMMER SEMESTER 2023 (May 17 – August 11, 2023)

Planning Meeting	March 1, 2022
Intent to do Fieldwork (form)	Due September 2, 2022
Application to do Fieldwork in Summer 2023	Due January 23, 2023
Orientation Meeting	April 24, 2023
Fieldwork Starts	May 17, 2023

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### Fieldwork Semester: FALL SEMESTER 2023 (August 28 – December 15, 2023)

Planning Meeting	October 3, 2022
Intent to do Fieldwork (form)	Due October 21, 2022
Application to do Fieldwork in Fall 2023	Due January 27, 2023
Orientation Meeting	April 25, 2023
Fieldwork Starts	August 28, 2023

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### Fieldwork Semester: SPRING SEMESTER 2024 (January 22 – May 10, 2024)

Planning Meeting	March 4, 2023
Intent to do Fieldwork (form)	Due March 25, 2023
Application to do Fieldwork in Spring 2023	Due August 30, 2023
Orientation Meeting	November 12, 2023
Fieldwork Starts	January 22, 2024