

**Instructions for Completing the
Professional Foundation / First Year Student Summary Information Form**

The Professional Foundation/First Year Student Summary Information Form is designed to give your field placement agency preliminary information about you before you begin field work. Although the information may be repetitious, please complete the form carefully and thoroughly since it is sent to your field placement agency.

- Information should be brief, reflecting some of your relevant experience and background you bring to the placement. There will be plenty of opportunity to tell the agency more about yourself in person.

- Because this form will be your agency's first impression of you, do not disclose sensitive or personal information.

*****Save the form to your computer and send as an e-mail attachment. Kindly submit this form, the Professional Foundation Questionnaire and resume at the same time.***

