

## **Matching Field Agency/Organization with Students**

Keeping in step with the warm, collaborative and community-oriented environment of the Department of Social Work, the Field Program's matching process is designed to individualize student's interests and skill level with the experiences that agencies and Field Instructors have to offer. The specific process for finalizing placements is different for each year a student is in the social work program. Because students will spend a minimum of 450 hours in the field during any given year, this decision is taken seriously and managed carefully.

### **BSW STUDENTS**

At the end of the Fall semester each year, the Coordinator of Field Education, JB Barna, will visit one of the Junior year classes to begin introducing the field placement process. After that meeting, undergraduate social work majors will receive and complete a field readiness packet (in consultation with the academic advisor) and submit the completed packet to JB. On a clearly specified date, JB will match all the students who've completed their field packets with the agencies and field instructors who are requesting an undergraduate student in that given year. Students will then meet individually with JB to discuss the match and the rest of the process. Students must meet with their field instructor and confirm their placement before the middle of April.

BSW students who are studying internationally in the spring semester of their junior year will be given the field readiness packet earlier on in the Fall semester and will be a part of the matching process in the Spring. They will meet with and confirm their placement upon their return to campus.

### **FOUNDATION YEAR MSW STUDENTS**

Once a student is admitted to the MSW Program, a packet of information is sent to the student, including a Foundation Year Field Application. Students are asked to return that application as soon as possible. From the information received and possibly some phone consultation, students are matched with field instructors who have requested a foundation year student. JB will communicate the match to the student and ask the student to contact the field instructor by phone for further discussion and information gathering.

### **CONCENTRATION YEAR MSW STUDENTS**

In January of each year, students who are planning on enrolling in their concentration year field placement will receive a Concentration Year Field Application. Students will return completed applications to JB and schedule an appointment to discuss the options available to concentration year students. Students will select 2-3 field instructors with whom to interview. The decision for

placement is made by the field instructor and student. In other words, the field instructor will offer a placement and the student has the opportunity to accept or continue interviewing. The student is responsible for bringing their selection process to closure before the middle of April.