

Placement Matching

Students do the work in the spring and early summer to identify and confirm their placement matches for the following Fall semester. Likewise, if the need should arise, the Field Education Coordinator also facilitates any unexpected placement changes throughout the year. A student's specific participation in the selection and confirmation of a field placement is determined by the year of field within which they intend to enroll; all students, however, are responsible for completing an application.

At the time at which it is new to the Department portfolio of potential placement opportunities, Field Instructors also complete an application. This form indicates their interest in having a student(s), what level student(s) they believe to be the best match, and what learning opportunities they intend to give students as assignments. The Field Education Coordinator uses these applications to vet and approve agency placements.

Completed student and placement site applications assist the Field Education Coordinator in completing a successful matching process each academic year.

Undergraduate Field Placements

All undergraduate students are oriented to the placement planning process in the Theory and Integration Seminar (SWSS 3630) in the Spring semester of their Junior year. They are introduced to the field readiness process and are given the application and other related materials. These are turned into the Field Education Coordinator for review and are then used to determine a placement for the student that will, first, address the student's specific educational needs and, second, is in or related to a practice opportunity of the student's stated interest. In March, the Field Education Coordinator forwards each student's resume to a potential Field Instructor (and/or On-Site Supervisor, if applicable) with the question of whether or not they are interested in moving forward with this particular student. If the Field Instructor agrees, the student receives notice of the match and begins the next step of the confirmation process. If the Field Instructor declines, an alternate match is made and the process is repeated. All BSW students are expected to participate in the interview/confirmation process with prospective Field Instructor(s) and formally confirm their placements in writing by the end of Spring semester.

A sample letter of confirmation can be found on the Department of Social Work Field Education [website](#) under “For Students/Applications”.

Foundation MSW (FMSW) Placements

Every student newly admitted to the MSW Program is e-mailed the FMSW Field Practicum Application in the late Spring/early summer prior to the Fall semester they intend to enroll. It is imperative that full- and part-time students who plan to enter the field in the Fall return this application to the Field Education Coordinator by the required deadline so that their individual interests and needs can be considered in the planning process. Part-time students (already enrolled in the MSW program and taking classes) also begin the application process at this time. Students should complete the FMSW Field Practicum Application and submit, with a current resume, to the Coordinator by the date specified.

After a review of the student’s application, the Field Education Coordinator determines a placement for the student that will, first, address the student’s specific educational needs and, second, is in or related to a practice opportunity of the student’s stated interest. The Field Education Coordinator will connect with potential Field Instructors (and/or On-Site Supervisors, if applicable) by forwarding the student resume with the question of whether or not they would like to move forward with a student interview. Once the Field Instructor’s interest has been confirmed, the student receives their match information and is expected to participate in an interview and confirmation process. Students should formally confirm their placements in writing prior to August 15. A sample letter of confirmation can be found on the Department of Social Work Field Education [website](#) under “For Students/Applications”.

Specialized Practice MSW (SPMSW) Field Placements

All students who are completing or have completed their Foundation year placement complete the Specialized Practice Year Field Practicum Application and return it, with a current resume, to the Field Education Coordinator by the stated deadline, which is generally early in the Spring semester. Students then schedule an appointment with the Coordinator to meet and discuss options for their Specialized Practice year placement. Because this is the only year that students have a bit of choice as to where they will be placed, as soon as this planning meeting has taken place, they begin scheduling interviews with several prospective, pre-approved field agencies. Field Instructors treat SPMSW student meetings with quite a bit

of discernment and may be interviewing 3-4 students for the same position. Therefore, it is important that students keep their options open as Field Instructors only select the best candidate(s). Depending on their specific interview processes, students may need to meet with the Field Education Coordinator multiple times before securing a placement. SPMSW students are expected to finalize and confirm their placements for the following academic year by April 15th.

Advanced Standing and transfer students who are accepted to the MSW program as SPMSW students will participate in the same manner described in this section whenever possible. If a student's decision to enroll comes later than the beginning of April, the student may be matched in a process similar to that of newly accepted FMSW students, as noted above.