# BSW FIELD APPLICATION AND SELECTION PROCESS

**NOTE: Students are prohibited from contacting any agency about an internship without the expressed approval of the Office of Field Education.**

All students must follow the Field Application and Selection Process. The application process is to inform the Field Coordinator of each student’s educational needs and desires. Failure to meet any or all components of this policy may result in delays in the field placement start date.

1. Students submit an application and resume through the field online platform by the dates provided by their assigned field coordinator for timely placement. Following the submission of the Field Application, students request a personal meeting with their Field Coordinator.
2. A placement planning meeting with the Field Coordinator must occur prior to an interview at an agency.
3. Students must notify the Field Coordinator of student specific needs or restrictions to placement. Restrictions may range from accommodations to legal convictions, DHHS investigations to transportation or time constraints.
4. An agency will be identified and determined by the Field Coordinator in collaboration with the student.
5. The Field Team makes all final placement decisions and assignments.
6. Students interview with the assigned agency and notify the Field Coordinator about the interview outcome.
7. If the outcome is positive, the student must submit the [*Student Field Information Placement Form*](https://umaine.edu/socialwork/field/field-forms-and-policies/field-placement-form/)to the Field Office to begin the process of the interagency agreement. Failure to submit this form in a timely manner may result in a delay in entering the field placement.
8. Agency requirements (such as orientations or background checks) must be met prior to the beginning of the semester per the deadlines established by the agency.
9. Students are responsible for payment of additional placement agency requirements including such things as State/Federal background checks or fingerprinting.
10. Students are personally responsible for notifying the Agency Field Instructor of individual University Approved Disability Accommodations. Students are responsible for assuring the Field Instructor receives the appropriate paperwork.
11. Students who identify obstacles or barriers to accepting the assigned placement (rejecting the placement) must notify the Field Coordinator immediately to re-start the placement process again.
12. The School recognizes, at times, there may be a poor fit between students and potential placements and that some placement opportunities may be competitive. If either party does not agree to the placement after the student’s initial interview, the Field Coordinator selects another potential site from the negotiated placement list and the process begins again from the point of the assignment of the placement as a potential site. Under no circumstances will a student who declines two placement offers continue in the Field Placement process without an Academic and Professional Review Committee meeting. Any rejection of the student for placement by the agency due to concerns of student conduct, ethical concerns, concerns about the student’s readiness, or previously undisclosed history discovered during background check may result in an Academic and Professional Review Committee meeting. Under no circumstances will a student who fails two interviews continue in the Field Placement process without an Academic and Professional Review Committee Meeting.