

## **MSW 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 must submit a TK20 online application and resume by the dates provided by their assigned field coordinator for timely placement. Following the submission of the Field Application, students must request a personal meeting with their Field Coordinator.
  - a) Specialization Year MSW students who want to complete the Specialization Year Field practicum (SWK 695) by doing a Summer Block Field practicum (May to August, 38-40 hours per week during their final semester in the program) must petition for a change in their Program of Study. To petition for a change in their program of study, students must submit the MSW Specialization Year Field Petition for Change in Program of Study form to the field team via Tk20 by the date assigned by their field coordinator. The assigned field coordinator will review the student's petition for change of program of study and communicate approval or disapproval accordingly.
  - b) If change of program of study is approved, the student must submit an online application to specialization year field practicum by due date in the fall semester of the academic year the student will be entering summer block field practicum.
- 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 specific restrictions to placement. Restrictions may range from 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 must 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* to the Field Office Administrative Support person 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.
- 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. If either party does not agree to the placement, the Field Coordinator selects another potential site from the jointly 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 a MAPRC. Any rejection of the student for placement by the agency due to concerns of unethical behavior or conduct may result in a MAPRC. Under no circumstances will a student who fails two interviews continue in the Field Placement process without a MAPRC.