Overview of the Field Placement Matching Process

PLACEMENT ASSIGNMENT PROCESS
Refer to this webpage for links and information on the matching process:
http://www.bc.edu/content/bc/schools/gssw/academics/field-education/application.html

- **On-line Field Application**
  a. You will receive an email invitation to complete an online Field Application at the designated point of the semester or admissions process.
  b. Update résumé to include anticipated MSW graduation date and most recent placement/human services experiences. Résumé will be uploaded into the Field App.
    a. Students should be thoughtful about the inclusion of personal contact information, as this resume will be sent to prospective placements.

- **Consultation**
  Current students should schedule a meeting with your advisor to discuss learning needs and interests. Newly admitted students will be assigned to a Field Ed Specialist for this consultation.

- **Agency Examples**
  Refer to the Field Agency Online Database to research the variety of practicum experiences. The agencies listed are examples only, and do not ensure placement at any requested site. Agency information and availability varies from year to year so the database is intended as a reference only, not a confirmed list of openings.

- **Interviewing Process and Agency Confirmation**
  Each student will be assigned to a Field Education Specialist for the matching process. Together, you will identify an agency that fits your learning needs and abilities.
  a. Foundation Year students’ best match is determined by their Specialist and only one agency is pursued at a time. Multiple interviews are not allowed.
  b. Advanced Year students have more input into their matches and there may be an opportunity to be seen at more than one agency, depending on the competitiveness of the site. Simultaneous interviews at multiple sites are not the preferred practice of this department.
  c. If you have a specific agency in mind that is not in our database, please present contact information early in the process. Your Specialist must assess the suitability of that agency as a potential Field site.
  d. Students who are interested in pursuing a Placement at their Employing Agency (aka PEA) should also discuss that approval process with their assigned Specialist. This process must be initiated very early in the application cycle.
  e. Once a suitable match is found, you will arrange an interview with the Agency, either in person or via phone to determine your suitability for their setting. You should research the agency on-line to prepare for the interview. Once the interview is completed, reconnect with your Specialist to let them know how the interview went and what the next steps with the Agency will be.

- **Assessment of Readiness for Field Placement Policy**
  If a match is not made following a field placement interview because the agency contact with whom the student interviewed raised concerns regarding the student’s suitability and/or readiness for field education, the Field Education Specialist and Director/Assistant Director of Field Education will meet with the student and develop a plan of action. The purpose of this meeting will be to review
Feedback from the agency contact, assist the student in addressing the concerns, and make either a referral for another placement interview or a referral to the Academic Standards Review Committee (ASRC). In instances where a student fails to be placed after a third interview due to suitability or readiness issues, a referral will automatically be made to the ASRC.

- **Agency Requirements**
  Each Agency has specific requirements for acceptance of social work interns. You will be informed of these during the interview process. Students are responsible insuring their compliance of/attendance with these requirements. Please note the following:

  - **CORI Checks**: Students with a criminal record should be aware that many human service agencies require a Criminal Offender Record Information report (CORI) on students who apply to their agencies for field placements. A positive CORI (a report that reveals a criminal history) may preclude the student from many potential field placements and may severely limit the field placements available to the student. The School cannot guarantee field placements (a requirement for completion of the MSW degree) for students with a positive CORI.

  - **Immunizations and Health Clearances**: Some agencies require immunization for communicable diseases and/or certification of up-to-date immunizations.

  - **Specialized Training**: Agency-wide orientation, CPR, HIPAA requirements, safety, etc. may be required.

  - **Schedule Modifications**: Certain settings have non-traditional work schedules, such as early morning or evening hours, or may require attendance at seminars, training, etc. School settings typically end later in the spring semester, due to their holiday/vacation schedules.

**Field Placement Schedules – Academic Year**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Days</th>
<th>Weeks</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation (First) Field Year – SCWK9921 &amp; SCWK9932/9942</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>16 per week</td>
<td>Mondays, Tuesdays</td>
<td>15 each semester</td>
<td>480 per year</td>
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<tr>
<th>Advanced (Final) Year – SCWK9933/9944 &amp; SCWK 9934/9944</th>
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<tbody>
<tr>
<td>24 per week</td>
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- All Field courses have syllabi in place to outline the requirements for the course.
- All students will develop a Field Portfolio, which will hold the written work needed for the successful completion of the Field Education requirements.
- All students will be assigned an Advisor at the beginning of the placement period. This Advisor is the liaison between the agency, student and school.
- Foundation Year students will also attend Foundation Year Seminar held monthly by the Advisor.
- Field Education practica are considered courses and are graded Pass/Fail. Incompletes in Field courses must be requested by student and approved by Advisor, in consultation with Field Administration.

Contact the Field Education office at swfield@bc.edu or 67-552-4027 with any questions.