

# BOSTON COLLEGE

## SCHOOL OF SOCIAL WORK

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### IMPORTANT INFORMATION ON THE FIELD PLACEMENT MATCHING PROCESS

#### TIMELINE

##### April/May

1. Student completes online Field application, uploading resume
2. Applications are reviewed and assigned to staff
3. Assistant Director will contact student to arrange to meet individually for further review and discussion. Together, you will identify an agency that fits your learning needs and abilities.

##### April - July

1. Students will begin to interview with prospective agencies; this process can take 4-6 weeks, depending on availability to interview
2. Students should select a short writing sample to share with prospective agency staff
3. Student must review prospective agency's website to prepare for interview.
4. Student must keep Assistant Director informed as the interview process moves along, especially if decisions are made/placements accepted

#### Important Aspects of the Matching Process

1. First Field Year students' best match is determined by their assigned Assistant Director and only one agency is pursued at a time. Multiple interviews are not allowed.
2. If you have a specific agency in mind that is not in our database, please present contact information early in the process. The team must assess the suitability of that agency as a potential Field site.
3. 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. Please ask your AD for the forms needed.

#### 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 Assistant Director and 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 or confirmation process. Please note the following:

- **Access to Car:** Having a car will allow you to explore more placements in the metropolitan area. Many of the MH services in MA involve home-based care.
- **Costs borne by student:** Students should be aware that transportation costs to and from the setting are born by the student not the agency. Transportation costs while in the placement are often reimbursed by the agency.
- **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. Students may need to pay for the CORI screening or finger-printing costs for some placements.
- **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 trainings may be required. Make sure you check with the agency, as some settings cannot allow you to start without completing orientation/training.
- **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

Hours	Days	Weeks	Total Hours
Foundation (First) Field Year			
16 per week	Mondays, Tuesdays	15 each semester	480 per year
Advanced (Final) Year			
24 per week	Mondays, Tuesdays & Wednesdays	15 each semester	720 per year

The Field Education Department is ready to work with you to make your practicum experience a rewarding one. The Field Ed team can be contacted by phone at 617-552-4027 or email [swfield@bc.edu](mailto:swfield@bc.edu).