FIELD PLACEMENT MATCHING OVERVIEW AND TIMELINE
ACADEMIC YEAR 2021-22
Incoming Students

TIMELINE

Preparation
1. Student reviews agencies listed in the Agency Database. 
   https://htmlbprod.bc.edu/prd/f?p=120:1:3391785461084201
   Information changes over time and settings listed are not guaranteed each year.
2. Student updates resume to reflect most current experiences and education.

March – June
Application and Consultation
1. Student completes online Field application, uploading resume
2. Applications are reviewed and assigned to staff
3. Assigned Assistant Director (AD) contacts student to arrange to meet individually for further review and discussion. Together, an agency will be identified that meets student’s learning needs and abilities.

Spring – Summer
Interviews and Matches
1. AD will facilitate introduction for student and agency
2. Student must review prospective agency’s website to prepare for interview
3. Students will interview with prospective agency; this process can take 4-6 weeks, depending on availability to interview
4. Students should select a short writing samples to share at interview; student should have their resume to share as well
5. Student must keep AD informed as the interview process moves along, especially if decisions are made/placements accepted
6. If match is not made, AD & student discuss feedback, adjust as needed and new agency is identified.

IMPORTANT CONSIDERATIONS
1. First Field Year students’ best match is determined by their AD and only one agency is pursued at a time. Multiple interviews are not allowed.
2. Matches are facilitated by the Field team- students should not engage with independently with agency staff.
3. If you have a specific agency in mind that is not in our database, please share the contact information early in the process. Your AD must assess the suitability of that agency as a potential Field site.
4. Students who are interested in pursuing a Placement at their Employing Agency (aka PEA) should discuss that approval process with their AD. This process must be initiated very early in the application cycle. Request guidelines and proposal forms from AD.
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 Assistant Dean 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:

- **Expenses:** 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 most 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. The School will run CORI checks for certain settings as requested by the agency. Please refer to the separate policy on the CORI check process.

- **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><strong>First Field Year</strong></td>
<td></td>
<td></td>
<td></td>
</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>
<td><strong>Final Field Year</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24 per week</td>
<td>Mondays, Tuesdays &amp; Wednesdays</td>
<td>15 each semester</td>
<td>720 per year</td>
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