The College of Social Work at The Ohio State University requires all students complete field practicum hours. The field instructor and student are responsible for tracking field hours by utilizing the Time Sheet which is located on the Field Placement Database. Field instructors are to be informed of all absences and any time missed must be made up to the satisfaction of the field instructor, faculty field liaison and College of Social Work requirements.

Below are the field hour requirements for each program:

<table>
<thead>
<tr>
<th>Hours &amp; Credits</th>
<th>BSSW</th>
<th>MSWI</th>
<th>MSWII/ASAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semesters In Field Placement</td>
<td>AU &amp; SP</td>
<td>AU &amp; SP</td>
<td>AU &amp; SP</td>
</tr>
<tr>
<td>Total Hours</td>
<td>420</td>
<td>336</td>
<td>672</td>
</tr>
<tr>
<td>Hours Per Semester (14 Weeks)</td>
<td>210</td>
<td>112 (AU) &amp; 224 (SP)</td>
<td>336</td>
</tr>
<tr>
<td>Hours Per Week</td>
<td>15</td>
<td>16</td>
<td>24</td>
</tr>
<tr>
<td>Credits Per Semester</td>
<td>5</td>
<td>1 (AU) &amp; 2 (SP)</td>
<td>4</td>
</tr>
<tr>
<td>Grading System</td>
<td>Satisfactory or Unsatisfactory</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

AU= Autumn Semester
SP= Spring Semester

**Special Conditions**

If the University is closed and the agency is open on one of the scheduled field placement days, the student has the following options:

- If the student chooses to NOT go into the field placement, the student will still receive credit for the regularly scheduled hours. (i.e., if the student was scheduled to work 4 hours on this day, the student will receive credit for 4 field hours).
- If the student chooses to go into the field placement, the student will receive credit for the normally scheduled hours and the hours the student actually worked on that day (i.e. if the student worked 4 hours, the student would receive an additional 4 hours; 8 hours total). The additional hours may be banked for use on another day as determined between the student and the field instructor.
Holidays:
- If both the University and agency are closed for a holiday, students will receive credit for scheduled field hours only.
- If the agency is open during a Holiday and the student chooses to go into the field placement, the student will receive credit for the hours they actually worked on that day only; double hours do not apply.
- If the agency sends all staff home early for a holiday, the student will receive credit for scheduled field hours only.

Winter & Spring Break:
- Students are not required to attend field during the winter and spring break.
  - If the student chooses to go into your field placement, the student will receive credit for the hours the student actually worked on that day only. Students will not receive double hours during these breaks. The additional hours may be banked for use on another day as determined between the student and the field instructor.

Weather Conditions or Other Reasons:
- If the agency is closed due to weather conditions or other reasons, the student will receive credit for regularly scheduled hours.
- If the student is sent home due to inclement weather, the student will receive credit for the hours the student was scheduled to complete only (i.e., if the student was scheduled to work 8 hours on this day but was sent home at the 6th hour, the student will receive credit for 8 field hours).

The Office of Field Education will provide additional information regarding field placement hours during orientation and other trainings, but is always available for further questions or clarification.