

Office of Field Education

Field Education Hours Policy

The College of Social Work at The Ohio State University requires all students to complete field practicum hours. The field instructor and student are responsible to track field hours by utilizing the Time Sheet, located in the Field Database. Students must inform field instructors of all absences, and any time missed must be made up to the satisfaction of the field instructor, field liaison, and College of Social Work requirements.

Hours Requirements

The following table contains the requirements for hours in field agency placement at each student rank:

	BSSW	MSWI	MSWII/ASAP
Semesters in Field Placement	AU & SP	SP	AU & SP
Total Hours in Agency	420	224	672
Hours per Semester (14 Weeks)	210	224	336
Hours per Week	15	16	24
Credits per Semester	5	1 (AU)* & 2 (SP)	4
Grading System	Satisfactory or Unsatisfactory		

AU = Autumn Semester

SP = Spring Semester

*MSWI Students are required to enroll in Preparing for the Preparing for Field course in AU Semester for 1 credit hour. MSWI students will not begin in agencies until spring semester.

Additional Information & Special Conditions

The University is closed and the agency is open on a scheduled field placement day: Students are not required to attend field on days the when the University is closed.

- If the student chooses to go into the field placement, the student will receive credit for the field hours worked. (i.e., if the student worked 4 hours on this day, the student will receive credit for 4 field hours only).
- If the student chooses NOT to go into the field placement, the student will not collect field hours.

The University is closed and agency is closed on a scheduled field placement day: Students are not permitted to automatically collect field hours. A student will need to coordinate the make-up day(s) with his/her field instructor.

- This condition should be applied to holidays, when applicable.

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Holidays: If the agency sends staff home early for a holiday, the student will receive credit for the remainder of the scheduled field hours for that day (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).

Winter & Spring Break: Students are not required to attend field during the winter and spring breaks.

- If the student chooses to go into the field placement, the student will receive credit for the field hours worked. (i.e., if the student worked 4 hours on this day, the student will receive credit for 4 field hours only).
- 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 or university 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).

Statement on Jury Duty: The College of Social Work at The Ohio State University requires all students to complete field practicum hours. Any hours not completed during a given semester, must be completed before the student can be assessed a field grade. It is important to note that field hours are not waived if the student is on jury duty. Because of this, students are encouraged to request an excuse or a postponement from jury duty, when possible. By request, the student's program office can provide a letter to the court confirming the student's full time or part time enrollment in the BSSW or MSW program. Students should request the letter, at minimum, two weeks prior to jury duty, to allow processing time.

The Office of Field Education will provide additional information regarding field placement hours during orientation and other trainings. Should you have any questions, please contact your field liaison or the Field Office at cswfield@osu.edu.