

# Out-of-State Student FAQ

## 1. Placement Process & Timeline:

- An email notification from the Field Education Office will be sent to students to begin the placement process.
- Students will be given access to the Field database and a due date to complete the Field Placement Application. Timely submission of your Field Placement Application is required.
- In general, students can expect to receive communication at least one semester prior to the beginning of your placement.
- Out-of-state students will be required to be actively involved in the placement process. The online field placement coordinator will need the following information:
  - Students must provide 2-3 agency names (with order of preference) that are willing to accept a student. You will want to speak to someone at the agency directly that is responsible for student internships.
  - When speaking with agencies, determine if there is an MSW with 2 years post-degree experience to provide supervision.
  - Once the agency has confirmed interest, you will send the online field coordinator:
    1. Agency name
    2. Contact person at the agency
    3. Credentials of the person (MSW – yes or no)
    4. Email and phone number for that person
- The online field coordinator will need to work with the agency to complete the affiliation agreement process, which is a legal agreement between the agency and university  
**IMPORTANT:** Students cannot begin field placement hours until this process is finalized.

## 2. Working Part/Full-Time in Addition to Field:

- Students should expect to do field hours over two to three workdays during normal business hours (Monday-Friday, 8:00AM-5:00PM). Often times, there are few agencies that have evening and weekend hours available.
- Employed students must arrange their work schedules to accommodate time in field placement.
- Additional field education hours must be approved for weekends and after business hours, and the agency must be able to provide appropriate supervision.
- If you want to complete your field placement at your place of employment, review the [Employment Based Placement Policy](#).

## 3. Supervision Requirements

- Students are required to receive a minimum of one hour of supervision per week
- Supervision must be provided by someone with an MSW and 2 years post-degree experience
- If an agency does not have an MSW on staff, alternative supervision arrangements may be available. Please discuss this with the online field coordinator as soon as possible.

## 4. Important Information & Helpful Resources

- [Information for Out-of-State Students](#) – review this webpage before contacting agencies
- [Field Hours Policy](#) – review the requirements for field hours to ensure that your schedule and the agency can accommodate the required number of hours per week/semester.
- [Preparing for Field](#) – review this web page for an overview of the placement process and steps for preparing for field
- [Becoming a Field Agency](#) – this web page provides helpful information for agencies regarding the affiliation process
- [Licensure Information](#) – Visit this web page for licensing board contact information, licensure requirements and program approval status. Also check with your local licensing board regarding licensure or any questions regarding a license