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