

## Out-of-State Student FAQ

**Students – please note that you are the primary contact in finding an agency and starting the affiliation process (when necessary). It is important that you stay on top of tasks and communications upon receipt of your checklist.**

### 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 identify the point person at the agency who 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, please discuss this option with your Placement Coordinator.

## Out-of-State Student FAQ

**Students – please note that you are the primary contact in finding an agency and starting the affiliation process (when necessary). It is important that you stay on top of tasks and communications upon receipt of your checklist.**

### 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