



## Office of Field Education

### Field Education Hours Policy

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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:

	<b>BSSW: SWK 4189</b>	<b>MSWI: SWK 6189</b>	<b>MSWII/ASAP: SWK 7189</b>
<b>Semesters in Field Placement</b>	2	1	2 or 3
<b>Total Hours in Agency</b>	400	224	672
<b>Hours per Semester (14 Weeks)</b>	*200	224	2 semesters: 336 3 semesters: 224
<b>Hours per Week</b>	13-15	16	2 semesters: 24-28 3 semesters: 16-20
<b>Credits per Semester</b>	5	**SWK 6188: 1 SWK 6189: 2	***8 total between semesters
<b>Grading System</b>	Satisfactory or Unsatisfactory		

\*Block BSSW students will complete all hours in one semester, approximately 30-35 hours/week

\*\*MSWI Students are required to enroll in pre-req course SWK 6188: Preparing for the Field for 1 credit hour the semester prior to beginning SWK 6189: MSW I Field Placement. Students obtain 4 hours toward the 900 hour requirement from this course.

\*\*\*MSW II/ASAP students may enroll in any combination of credit hours for SWK 7189 during semesters of enrollment. 8 total credit hours are required. Credit hours do not correlate to placement hours.

### 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.

**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](mailto:cswfield@osu.edu).