

FIELD EDUCATION PLACEMENT PROCESS

SUBMIT APPLICATION MATERIALS ON OR BEFORE THE DUE DATES. FAILURE TO DO SO MAY PREVENT ENROLLMENT IN FIELD COURSES.

1. Set a 30 minute appointment with the Field Coordinator between 9-21-09 and 10-02-09. Students may sign up for appointments at the pre-field meetings.
2. Access the forms <http://www.missouristate.edu/swk/41254.htm>
Authorization for Release of Information to Practicum Agencies
Authorization for Release of Information to Employers/Educational Institutions
Practicum Liability Insurance Statement
Field Information Preference Form
SUBMIT BY 9-18-09
3. Students also submit **via e-mail attachment an Educational Resume in Rich Text format** to LisaStreet@missouristate.edu (Springfield students) or ReneeWhite@MissouriState.edu (Joplin students) by 9-18-09. **See SAMPLE of Educational Resume at the Field Education website.** An outline is available for reference in the Field Manuals located on the School of Social Work Web site <http://www.missouristate.edu/swk/>.

If you already have a resume, you will need to update information on education, work/volunteer history and other pertinent extracurricular activities. Be sure to make your resume neat and presentable. You will take a copy with you to your agency interview.

4. If applicable, all **Employment-Based Practicum Proposals** are due **by 10-14-09**. Please see requirements located in the BSW Field Manual (Appendix C) or MSW Field Manual (Appendix D). The Field Education Committee reviews all proposals prior to approval. You will be asked to resubmit if enough detail and clarity is not provided. Pay close attention to **the entire document as it is more than one page**. Agencies may be contacted to ensure the integrity of the educational learning process. All proposals may not be approved. Please submit proposals **via e-mail in Rich Text** format to lisastreet@missouristate.edu (Springfield students) or ReneeWhite@MissouriState.edu (Joplin students).
5. After students have completed their appointment with the field education coordinator, they may begin contacting agencies for interviews on **10-05-09**
6. All faculty have the opportunity to submit information regarding your readiness for field practicum. You may be expected to meet with the Field Coordinator and/or other members of the Field Committee before proceeding with an interview if concerns are raised about your potential for success in the field practicum.

NOTE: All of the above must be completed before you go on any interviews. The SWK Practicum is an opportunity to grow professionally and to expose you to new and different experiences. Furthermore, it is a pivotal component of your education. The approved field agencies are listed in an Access database attached on the Field Education Program Page, follow the link given below.

<https://www.ws.missouristate.edu/socialwork/SearchResults.aspx?partialfields=SwkLevel%3ABSW>

If an agency in which you are interested is not listed, you may talk with your respective field coordinator and inquire about the potential of the agency being approved. Individual/Group Private Practice Agencies will not be considered. Please see “Selection of Practicum Agencies” in the Field Manual for information on agency selection.

7.

A. **Interview Process:** Call the contact person for your first choice and schedule an interview. When you call the agency, ask for the appropriate contact person, and identify yourself. Inform the individual that you are an MSU social work student and you are seeking a practicum opportunity for the **Spring 2010** semester.

B. You are encouraged to interview at more than one agency. Keep in mind; the agency personnel may interview several students before making a selection. Securing a placement is a competitive process, so be prepared.

C. Take your educational resume to the interview. The agencies are interviewing you but you are also interviewing the agency. Both parties, along with the School of SSW, need to agree that this is an appropriate placement. Your presentation of self is very important.

D. **MSW STUDENTS ONLY** now have the option of completing all practicum hours in one semester or extending the practicum into two semesters (spring and summer). For an extended practicum, you will complete approximately 15-25 hours per week during the spring semester, and an approved planned number of hours in each week of June and July. The practicum will end on July 28, 2009.

If the extended practicum meets your needs, you should discuss this option during your interview and obtain approval from the site for this plan. Once you have committed and registered for this option, you will NOT be able to change back to the one semester option.

E. At the end of the interview, make sure you clarify with the individual the plan for letting you know if you have been selected. You must let an agency know if you are no longer interested in a placement.

F. If you are notified that you have not been accepted, continue interviewing at the next agency on your list.

G. Should you be unsuccessful in securing an agency experience following three interviews, please schedule an appointment with the field coordinator.

8. Once you have been notified that you have been accepted by an agency, submit the Confirmation of SWK Agency Experience forms (On-line) on **or before 11-20-09**. Keep in mind that you might not be accepted and may need to interview at another agency.

9. For **MSW STUDENTS ONLY** selecting the extended practicum option, your spring semester registration will be for the 7 hour SWK 635 or SWK 680 option. Your summer registration will be for the 3 hours SWK 635 or SWK 680 class.