

## FIELD PLACEMENT ASSIGNMENT POLICIES & PROCEDURES Academic Year 2018 – 2019

**Submit Field Placement Assignment Worksheet to:**  
**Springfield College School of Social Work, ATTN: Office of Field Education**  
**263 Alden Street, Springfield, MA 01109-3797**  
**or by Fax# 413-748-3069, or by email to: [mmariani@springfield.edu](mailto:mmariani@springfield.edu)**

**\* CURRENT STUDENTS & INCOMING STUDENTS**  
**PLEASE SUBMIT AS SOON AS POSSIBLE \***  
*(Worksheets are reviewed as they are received)*

*These policies and procedures provide information about the process related to potential field practicum assignments. If a student chooses more than one placement possibility to be researched by the Office of Field Education, he or she must submit all relevant forms for review, along with a current resume. (If in hard copy please staple together; if in electronic version please submit in one email communication). While first areas of interest may not be available, all students are assigned an effective field practicum assignment that provides the experiences relevant to advanced generalist practice and the expected practice competencies for the first or second year of practicum. All field assignments must be approved by the Assistant Dean for Field Education or the Assistant Directors of the Office of Field Education.*

**There are two possibilities for submission to the Office of Field Education of placement request information:**

1. Receive a hard copy of the Field Placement Assignment Worksheet from the Office of Field Education to submit.
2. Go to the School of Social Work Website ([springfield.edu/springfield-college-school-of-social-work](http://springfield.edu/springfield-college-school-of-social-work)):
  - a. click on “Resources” (on the top right of the screen)
  - b. click on “Current Students”
  - c. click on “Field Placement Assignment Worksheet” (in Field Documents section) and complete, print, and submit it to the Office of Field Education.

**Note: Both possibilities require the submission of a current resume along with the worksheet.**

### QUESTIONS?

**\* BEFORE EMAILING OR CALLING READ THIS PACKET THOROUGHLY \***  
**and consult the website at: [springfield.edu/ssw](http://springfield.edu/ssw)**

**If consultation is needed to complete the Field Placement Assignment Worksheet, contact:**

Michele Mariani, Administrative Secretary: (413) 748-3064 ([mmariani@springfield.edu](mailto:mmariani@springfield.edu))

or

Professor Thomas Harrigan, Assistant Director of Office of Field Education: (413) 748-3436 ([tharrigan@springfield.edu](mailto:tharrigan@springfield.edu))

or

Professor Sharlene Kerelejza, Assistant Director of Office of Field Education: (413) 748-3027 ([skerelejza@springfield.edu](mailto:skerelejza@springfield.edu))

or

Dr. William Fisher, Assistant Dean for Office of Field Education: (413) 748-3058 ([wfisher@springfield.edu](mailto:wfisher@springfield.edu))

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**I. PROCEDURES FOR COMPLETING FIELD PLACEMENT ASSIGNMENT WORKSHEET AND STEPS IN THE FIELD PLACEMENT ASSIGNMENT PROCESS**

1. **READ THIS ENTIRE DOCUMENT COMPLETELY AND CAREFULLY**, particularly the materials relevant to potential placement(s) and the related form(s) to be submitted to the Office of Field Education for review.
2. **DISCUSS YOUR IDEAS** about an upcoming field placement with your faculty advisor, and acquire his or her signature, or other indication of agreement with your ideas. (See #3 below)  
 **Incoming students for Academic Year 2018-2019 do not need to speak to a Faculty Advisor. The Field faculty or staff will communicate directly with these students.**
3. **FOR CURRENT STUDENTS, IF YOU ARE NOT ABLE TO ACQUIRE** the faculty advisor's signature, but have communicated with him or her, note how you communicated with your advisor about your placement ideas in Section 3 (i.e., via email, telephone call, or other).  
 **Incoming students for Academic Year 2018-2019 do not need to acquire Faculty Advisor signatures.**
4. **ATTACH A CURRENT RESUME TO THE WORKSHEET.** If this is a second placement, be sure your first placement is included on your current resume. If a current resume is not attached, your interests cannot be addressed effectively.
5. **SUBMIT** the fully completed Worksheet and sections relevant to your interests to the Office of Field Education as soon as possible.  
 **Incoming students for Academic Year 2018-2019: please mail, fax or email these forms upon completion and as soon as possible to the contact listed on the cover page of this document, or email them to Michele Mariani at [mmariani@springfield.edu](mailto:mmariani@springfield.edu).**
6. **ALL FORMS WILL BE PROCESSED AND INFORMATION RESEARCHED.** Students will hear from representatives of the Office of Field Education during the spring and summer months about possible placements.
7. **STUDENTS MUST PLAN TO INTERVIEW AT ONE PLACEMENT POSSIBILITY AT A TIME.**
8. The School of Social Work has relationships with agencies throughout New England and New York. Assignments are made based on opportunities for students to develop advanced generalist skills, supervisory credentials, and expertise at the site, as well as availability at the agency. All placements provide opportunities to acquire the required social work competencies and reflect Advanced Generalist Practice.

## II. THREE POTENTIAL PLACEMENT POSSIBILITIES

The three potential placement possibilities students may request for consideration by the Office of Field Education are (see the **Field Placement Assignment Worksheet** for more details on each):

- A. **A School of Social Work Assigned Placement** in an agency the school has worked with in the past. The school works with more than 300 agencies in New England and New York State; **please suggest a population and a kind of service in which you are most interested.**

Students requesting this placement submit “**Possibility A**” in the **Field Placement Assignment Worksheet**.

- B. **An Employment-Based Placement** at the student’s current agency of employment. This typically takes place in a separate program from the student’s current employment setting and with a different supervisor who holds an M.S.W. However, if the student has been hired at the agency during the three months preceding the start of placement, the student’s actual job may be accepted for the placement experience if it offers all required learning experiences and if relevant supervision is available.

The **employment position**, whether separate from, or part of, one’s job, must provide:

- Appropriate supervision (individual with MSW, and three years’ post-MSW experience; individual must be licensed at LCSW level in MA)
- Appropriate hours (number of hours and appropriate MSW internship experiences available in those hours)
- Experiences that will fully address the requirements of the school’s curriculum in Advanced Generalist Practice.

**Students requesting this placement submit “**Possibility B**” in the **Field Placement Assignment Worksheet**.**

- i. This section is to be completed in consultation with the appropriate and authorized representatives from place of employment.
- ii. Both pages of this section must be completed before submitting to the Office of Field Education.

- C. **Possible New Agency Suggestion**: Students may suggest an agency, which will be researched by Field faculty or staff to assure appropriate supervisory personnel (an MSW, three years’ post-MSW experience, and individual must be licensed at LCSW level in MA) and learning experiences that meet curricular expectations of advanced generalist practice. **Students are not required to do this or choose this option, but may do so if they wish to.**

- Students interested in this possibility may provide an agency name, telephone number, and, if available, a contact person. If a contact person is not provided, the Field faculty or staff will research the appropriate contact person. Note: Suggesting an agency does not automatically mean that the agency will be approved for placement – all placements must provide the necessary supervision and learning experiences.
- In addition, students selecting this possibility must also suggest a population and an area of social work service in which they are most interested in the event that the suggested agency is not possible for a placement.**
- Students are not required to provide suggested placements, but may do so if they wish. Note that suggested placement agencies may already partner with the School of Social Work, may not have availability for placements (for either year), or may be determined to not be able to provide the correct supervisory staff or to not provide learning experiences relevant to the curriculum of the School of Social Work.
- Students requesting this placement submit “**Possibility C**” in the **Field Placement Assignment Worksheet**.**

### **III. STUDENT OBLIGATIONS IN THE FIELD ASSIGNMENT PROCESS**

- Field assignments must take place during the typical agency hours of 8:00 AM to 5:00 PM on weekdays to allow students to experience the full range of client services provided by the agency and to allow participation in social work services and agency meetings, as well as have access to supervisors and supervision.
- Students must arrange for flexible employment and personal schedules to accommodate the needs of the placement assignment. Hours must meet the expected school minimum and may be negotiable with the agency, but the agency has the determining authority.
- Students must be prepared to travel up to 60 miles or up to one hour from their residence or employment to field assignments.
- Students must be available for the required fifteen (15) hours per week for the first placement and the required twenty (20) hours per week for the second placement. Students may plan to be in placement up to two weeks before the academic year begins, approximately three weeks during winter break, and during the spring break, without special permission – however, all of these scheduling possibilities are subject to negotiation with approval by the placement agency and field supervisor.

Students initiate these conversations about scheduling with the agency and the expected supervisor. However, students must be aware that agencies have the final determination of when hours will be completed and may reject a potential intern if hours become a cause of concern during the interview process (i.e., if it is perceived that there will be too many complications) or thereafter, even after initial acceptance by the agency of the intern. All special arrangements must be approved by the Assistant Dean for Field Education and/or the Assistant Directors of Field Education.

- Students with disabilities should contact the Assistant Dean for Field Education or Assistant Directors of Field Education to explore suitable sites (this information is confidential, as required by the Americans with Disabilities Act).
- Students must be aware that almost all placement agencies conduct a review of “criminal offense records information” (CORI), or criminal background check, and may not be able, by law, to accept a student with a record. Consider how this may affect you carefully. Students whose records may reveal criminal infractions should consider discussing these experiences with the placement field staff of faculty of the School of Social Work and the placement personnel at the agency where they are interviewing in advance of the agency’s receipt of such records. Some agencies have discretion related to accepting an intern with a record; others do not (that is, a criminal record of any kind may mean that the intern cannot be accepted at that agency, by law, as well as by agency policy.)
- In addition, some agencies require other background checks, drug screening, and/or other medical test or procedures.
- Some agencies also require special trainings or orientations before the student can begin internship hours.

**IV. EMPLOYMENT-BASED PLACEMENT ASSIGNMENTS (“POSSIBILITY B” SECTION IN THE FIELD PLACEMENT ASSIGNMENT WORKSHEET)**

**A. GENERAL INFORMATION RELATED TO SCHOOL, STUDENT, and AGENCY OBLIGATIONS FOR EMPLOYMENT-BASED FIELD ASSIGNMENTS:**

1. The Assistant Dean for Field Education and/or Assistant Directors of Field Education approve all employment-based placements.
2. If the student has been employed for one year or more at the agency, the agency is expected to provide social work duties substantially different from student’s current work duties. If the student’s position is a completely new position in the agency, beginning in the summer months before placement, then the student may suggest to the field faculty or staff that his or her work be considered for a placement. (The student should be aware that this arrangement brings certain challenges.) “New Learning” is the critical factor to consider when evaluating the suitability of employment based internships..
3. The agency should also agree to provide appropriate MSW supervision for practicum hours by an individual other than the student’s employment supervisor.
4. Practicum supervisor must hold an MSW earned at a CSWE-accredited educational institution and have a minimum of three years’ post-MSW practice experience. In Massachusetts agencies, the supervisor must be licensed at the LCSW level or higher.
5. Practicum supervisor must have taken or be willing to take a training seminar in student supervision at Springfield College or other New England school or department of social work; also called the Seminar in Field Instruction (SIFI). Most New England schools and departments offer this seminar series free of charge and offer continuing education credits..
6. As an employee of the agency, the student negotiates practicum hours directly with the agency (during, or part of regular work hours, or as added hours; the most convenient situation occurs when the agency allows the student to use work hours for internship hours, even though the student is in a separate setting from the location of employment) – 15 hours per week for first placement and 20 hours per week for second placement. The agency must be able to meet the curricular expectations of the school for the year of the student’s placement in order to be approved as a placement.
7. Field assignments in the student’s agency of employment are expected to take place during typical agency hours of 8:00 AM to 5:00 PM on weekdays to allow students to experience the full range of client services provided (unless unique arrangements are made to accommodate the individual student; in these cases, if alternate hours are planned for the internship, the student and the agency must guarantee to the field staff or faculty that the experience will meet curricular expectations).
8. **Important:** Students must develop flexible employment and personal schedules to accommodate the needs of the field placement assignment.

**B. EMPLOYMENT-BASED PLACEMENT ASSIGNMENT PROCESS**

1. **STUDENT CONSULTS** with agency of employment and discusses practicum requirements. Students are expected to be knowledgeable about what the practicum requirements are before beginning conversations with their employer. The Office of Field Education assists as needed to explain the curriculum, Learning Contract, hours required, or other information. Additional

information for supervisors may be found on the School's website, and similar information may be found under "current students."

2. **AGENCY REPRESENTATIVE AND STUDENT COMPLETE** "Possibility B: Employment-Based Placement" form.
3. **STUDENT CONSULTS** with Faculty Advisor, who signs Section III endorsing plan OR the student documents discussion with his or her advisor on form.
4. **STUDENT ATTACHES OR PROVIDES A CURRENT, UP-TO-DATE RESUME WITH THE FORM(S)**. If this is a student's second placement, he or she must be sure that the first placement is included on the updated resume.
5. **STUDENT SUBMITS** the fully completed Field Placement Assignment Worksheet sections and relevant form(s) to the Office of Field Education **AS SOON AS POSSIBLE**, in hard copy or electronically, along with resume.
6. **FROM A CAREFUL REVIEW OF THE AGENCY OF EMPLOYMENT** and opportunities provided there, the Assistant Dean for Field Education and/or the Assistant Directors of Field Education make the final determination of suitability based on supervision criteria and learning opportunities appropriate to the year of the placement. If the employment-based practicum proposal is not found to be suitable, the student must accept an assignment from among the School's affiliated agencies.

## V. AMERICORPS AND WORK STUDY

### 1. **POSSIBLE AMERICORPS OPPORTUNITIES IN ADDITION TO INTERNSHIP**

AmeriCorps is a federally and state-funded program providing intensive service to meet critical community needs in the Springfield Public Schools. AmeriCorps provides stipends for students who are accepted through the AmeriCorps selection process. Students in AmeriCorps commit to hours and assignments over and above the internship requirements in the social work program. Students engage in their internship and their AmeriCorps hours simultaneously at the same public school. If a student would like more information about AmeriCorps, they may contact the AmeriCorps Program Offices at (413) 748-3403. Students may also want to discuss the possibility of an AmeriCorps placement with their faculty advisors. Students planning to develop employment-based internships are not eligible for AmeriCorps. The AmeriCorps selection process is competitive. Placements at this time are only in the Springfield Public Schools. Information about whether or not AmeriCorps positions will be available in any given year is learned in the spring of each year, once it is determined whether or not federal and state funding will be available.

### 2. **WORK-STUDY FUNDING POSSIBILITIES**

Affiliated agencies in Massachusetts and Vermont may be able to provide supplemental work-study funding for student stipends. To inquire about eligibility for work-study funding please contact the Financial Aid Office 413-748-3683. If a student is eligible to receive work-study funding, the Career Center (413) 748-3226 can help the student work with the placement site to possibly develop a work-study opportunity.

## **VI. SUMMARY OF FIELD PRACTICUM EXPECTATIONS**

*The School of Social Work at Springfield College prepares students for Advanced Generalist Practice. Skill sets students develop are applicable and transferable to all social work practice settings. Students develop skills to work with diverse client and social systems – from direct service with individuals and families, through program development, advocacy, and community outreach, to negotiating large organizations and effecting positive social change.*

### **First Practicum: Foundation in Generalist Practice**

(3.5 credits per semester, plus .5 credit seminar in fall semester; 15 hours/week, for two semesters of 15 weeks, 225/per semester, total of 450 hours for the academic year)

#### **A. Direct Service with Individuals and/or Families**

**To include:** Working with individuals and/or families; Assessment, Intervention, Planning, Case Management, and Counseling; Conducting psychosocial assessments and Facilitating interagency referral and collaboration.

**Products:** Psychosocial Assessments and Process Recordings

*Direct Service with individuals/families should comprise a minimum of 35% of field hours*

#### **B. Direct Service with Groups**

**To include:** Leading and assisting group(s) in meeting developmental challenges. May include group curriculum development. Includes both client-helping groups and task and team of colleagues.

**Product:** Process Recordings

*Group work should comprise a minimum of 35% of field hours*

#### **C. Community Work**

**To include:** Application of group skills to plan and conduct community meetings, conduct community assessments, and promote the empowerment of communities; community work may be viewed as outreach to and programming for the geographic, client base, or provider communities, among others.

**Products:** In collaboration with supervisor, student develops Community Project to:

1. Enhance the agency's understanding of its communities,
2. Enable the community to obtain desired information or resources, and/or
3. Support the community's capacity to act effectively on its own behalf and of its constituencies' behalf.

*Group and community experiences should comprise a minimum of 20% of field hours*

### **Second Practicum: Advanced Generalist Practice Concentration**

(3.5 credits per semester, plus .5 credit seminar in fall semester, advanced standing take another .5 credits in the spring semester; 20 hours per week for two semesters of 15 weeks, 300 hours/semester, total of 600 hours for the academic year)

#### **A. Direct Service with Individuals and/or Families**

**To include:** Movement to an advanced level of intervention; Experience with diverse populations requiring multilevel interventions, including counseling, advocacy, and sophisticated use of self; Increased challenges and successes in relationship-building; Development of comfort and flexibility with larger systems and agencies.

**Product:** Process Recordings

*Direct service with individuals/families should comprise a minimum of 35% of field hours*

**B. Direct Service with Groups**

**To include:** Leading or co-leading one or more groups (planned with input and execution from student when possible). These experiences should include client helping groups, as well participation with groups of colleagues, such as in teams, committees, and task groups.

**Product:** Process Recordings

*Group work should comprise of a minimum of 35% of field hours*

**C. Administration Experience**

**To include:** Exploration of the role of leadership/administration/management in affecting direct service and communities; application of skills such as client-focused services, systems analysis and improvement, organizational development, organizing meetings and outreach.

**Products:** In collaboration with agency administrators and supervisor, student develops new information, policies, resources, or programs

*Group and Administrative experiences should comprise a minimum of 20% of field hours*



**VII. IMPORTANT REMINDERS**

- Keep this Policies & Procedures booklet on hand for future reference, but be prepared to submit your Field Placement Assignment Worksheet to the Office of Field Education as soon as possible
- Obtain the signature of the faculty advisor, confirming discussion regarding placement possibilities or note other means of communication with the advisor (current students only)
- Copy the relevant section of the Field Placement Assignment Worksheet for your records before submitting to the Office of Field Education
- Attach a current resume to your Field Placement Assignment Worksheet and send both to the address located on the top of first page of the Field Placement Assignment Worksheet
- Due Date: AS SOON AS POSSIBLE**

**QUESTIONS?**

**\* *BEFORE EMAILING OR CALLING READ ALL DOCUMENTS IN THIS PACKET THOROUGHLY* \***

**and consult the website at: [www.springfield.edu/ssw](http://www.springfield.edu/ssw)**

Contact: Michele Mariani, Office of Field Education Administration:

(413) 748-3064 or [mmariani@springfield.edu](mailto:mmariani@springfield.edu)