



Q: Some students who work 40 hours a week need to keep working full time. How realistic is that?

It's entirely realistic and it happens all the time, often assisted by some adjustment in the student's work schedule.

You'll be required to complete some fieldwork during standard business hours, Monday through Friday. Agencies that are large enough, with multiple programs, can provide optimal learning opportunities for employed students.

Placements are intended to be strong, varied educational experiences. Some agencies hold limited evening and weekend hours, and placement during those times may not allow you to maximize your learning in areas involving the community. You must be present at times when meetings and activities are happening and staff, including the MSW Field Instructor, are present. The majority of agencies cannot provide this opportunity during evening and weekend hours.

Q: What is the role of the Field Planner?

The Field Planner works with you through the orientation and helps you find a great field placement. You'll work closely with your Field Planner to learn the requirements of your field placement experience, and to find and secure an internship site. For best results, you're expected to engage weekly in the field planning orientation.

Q: What is the difference between the Field Planner, Field Advisor and MSW Field Instructor?

Field Planner:

- Member of the Yeshiva University Wurzweiler School of Social Work Field Education faculty
- Assigned to you by the school to provide help and support around field planning
- Teaches the Orientation to Field Education for generalist and advanced years
- Assists students prior to entering field placement; works with students to solidify and approve field placements

MSW Field Instructor:

- MSW social worker, identified in the community, who is responsible for your education in the field
- Meets with you for one hour a week for field instruction
- Works with you to develop the learning contract

- Attends two virtual field visits
- Provides feedback on process recordings
- Evaluates your performance based on the successful completion of all the learning competencies and objectives in the learning contract; recommends a grade to the seminar instructor
- Is your advocate/supporter at your field placement

Field Advisor:

- Member of the YU Wurzweiler School of Social Work faculty; may be an adjunct faculty member
- Is the instructor of the seminar class
- Acts as liaison between the school and the placements
- Conducts virtual (online) field visits with the placements
- Determines your final grade for field placement
- Is your additional advocate/supporter during the field placement

Q: Must the MSW Field Instructor be licensed?

The Wurzweiler School of Social Work requires that the MSW Field Instructor:

- Is a graduate of an accredited school of social work
- Has three years post-master's experience
- Holds an MSW-level social work license

If you live in the Tri-State area, your Field Instructor must also be Seminar in Field Instruction-certified. Some states, territories or countries may have additional requirements specific to Field Instructor credentialing. It is a required assignment in the Field Planning Orientation that students find out if their state, territory or country has additional requirements.

Q: When does field planning begin?

Planning officially begins about four months before fieldwork starts. While enrolled in academic courses, you'll begin the field planning process by taking the non-credit-bearing Orientation to Field Education seminar. For more information regarding the process, reach out to the Associate Director of Field Education.

Q: What's involved in the field planning process? What are the requirements?

In your first (foundation) year, you'll begin with the Orientation to Field Education seminar (SWK 6001). In your second (advanced/specialization) year, you'll also complete a field planning course (SWK 6002). In both courses, you'll work with a Field Planner, and you'll need a webcam, headset and scanner.



Orientation to Field Planning for foundation year and advanced year placements is a non-credit-bearing course. You don't pay for field planning, but don't underestimate its importance in your social work education: It helps prepare you for success at your field internships.

In field planning, you'll be required to:

- Complete assignments in the Orientation to Field Planning class
- Be in weekly communication with your Field Planner
- Be persistent in contacting five to seven organizations per week to secure a practicum site, as it may take this many to secure two potential interviews

If you live in New York Metro/Toronto/Montreal, do not contact agencies on your own. Field Planners are responsible for helping you secure field placement. They'll work closely with you to ensure that the placement site offers an educationally sound generalist-year or advanced/specialization-year experience.

Q: How is grading done in field planning and in seminar classes?

While you're in field placement, you'll also be enrolled in practice courses and seminar courses, which are designed to support you while in placement. Therefore, these courses are intertwined for grading purposes. In other words, your success in each part of field education (fieldwork, practice or seminar) helps determine your success in all of them.

In practice and seminar classes, students in good standing receive a grade of a Y at the end of the first semester. It indicates that these courses (practice and seminar) are two-semester course sequences and, therefore, students do not earn full credit until successful completion at the end of the second semester.

If you begin to fall behind, it's essential that you communicate with your student support coordinator, Field Advisor or Practice Instructor right away. We're all here to support you.

Q: As a student, may I select my own field placement and MSW Field Instructor?

It's your responsibility to find your own field placement and MSW Field Instructor, contingent upon Wurzweiler School of Social Work approval. Your Field Planner will work closely with you to help secure the best fit for field placement.

If you live in the New York Metro area or certain areas of Canada, you may not search for your own placement. Organizations expect the school to be the first point of contact. Please consult with your Field Planner immediately if you live in New York Metro. **Do not contact agencies on your own.**

Q: How many agencies should I anticipate contacting before finding a placement?

We recommend contacting five to seven agencies per week in order to secure two interviews. Be persistent in your search.

If you live in New York Metro, **do not contact agencies on your own.** Please consult with your Field Planner.

Q: What happens if I can't find an agency?

You'll work closely with a Field Planner and receive support and direction every step of the way. If you cannot secure a placement in the allotted time, you'll work with your student support coordinator to modify your academic course plan. Then you'll continue field planning with the Field Planner and begin field internship the following semester.

Q: Why might a student be unable to find an agency?

Students who live near other large schools of social work sometimes have difficulty securing a placement because:

- Local universities have exclusive agreements with the agencies
- Agencies may only accept students during certain semester cycles
- Students may encounter competition with MSW students from other programs

If you live in an area with other local schools, we strongly recommend that you work even more closely with your Field Planner.

Students who live in very rural areas may also have limited options for field placements.

Q: May I get paid for my fieldwork placement?

A limited number of agencies do offer a stipend or a paid internship. We encourage you to ask about stipends during your interview.

You can also complete your placement at your place of employment if certain criteria are met. See Place of Employment (POE) criteria and Paid Internship Options in the Field Education Manual.

Q: How many hours per week am I expected to be at my placement?

A first-year (generalist) field placement lasts 30 weeks (two, 15-week semesters), completed at the rate of 20-22 hours per week. You'll need to complete a total of 600 hours over the duration of your two-semester placement. One hour of weekly field instruction



(with an MSW with three years post-graduate experience) is included in your total time.

You'll spend at least 10-11 hours per week in direct practice with clients. The rest of the time includes one hour for field instruction, up to three hours for writing process recordings and agency documentation, and time for case conferences and staff meetings.

The same total of hours and field instruction is required during your second (specialization/advanced) year. If you live in the Tri-State area, your Field Instructor must also be Seminar in Field Instruction-certified.

Q: May I set my own schedule at my placement?

You and the agency will work together to identify a schedule that meets both of your needs. Internship hours must include program times when primary interventions occur and you're able to attend staff/team meetings. Residential programs typically use evenings and weekends as "downtime." An internship consisting only of evening and weekend hours would not be approved.

Q: Do I need to pay MSW Field Instructors for field instruction time?

Under no circumstances does a student ever pay for field instruction time.

Q: May my family member, close friend, former therapist or current supervisor be my MSW Field Instructor?

Under no circumstances will the School of Social Work approve a Field Instructor who has a personal, familial or prior therapeutic relationship with a student.

Q: When should I contact my Field Planner or Field Advisor?

- If you're currently field planning, contact your Field Planner
- If you're in field seminar, contact your Field Advisor
- If you have questions about fieldwork during a time when you're not actively field planning or in field placement, contact the Associate Director of Field Education

Q: How can I prepare for the placement interview?

Working closely with your Field Planner, you'll begin to prepare for your interviews during the field planning orientation.

Prepare by gathering as much information about the organization and its services as possible. Compile a list of questions to take to the interview. Several of the items further down in this list refer to topics that you should ask about.

Q: Should I bring a resume and references to the interview?

Yes. You'll work on your resume as an assignment during the field planning orientation. We recommend that you go to the interview with your resume, names of references (in case they're requested), a list of learning objectives and the required Module 5 final paperwork.

Q: What can I expect in the placement interview?

The interview process varies from agency to agency. The university and agency are interested in making sure there's a good fit between you and the agency. As a result, each agency will ask questions to ensure that this is the right place for you. They'll also look to you to play an active role in the interview process, so it's important for you to be prepared and show an interest in the agency.

Q: What if the person with whom I interview cannot be the MSW Field Instructor?

It's extremely important for you to meet with the person who will serve as your Field Instructor. If there's no opportunity during the interview, we strongly encourage you to ask to meet the person before making a final decision.

The Field Instructor will meet with you for one hour of weekly field instruction. S/he will also be responsible for evaluating your successful completion of all the learning objectives outlined in the learning contract. To maximize your learning experience, it's critical that you feel comfortable working with your Field Instructor.

Q: What if I really like an agency but it doesn't have an MSW available to be a Field Instructor?

There are situations in which an agency would provide an excellent education for a student but, for a variety of reasons, does not have an MSW on staff. In these cases, your Field Planner will work with the Associate Director of Field Education and provide one for you. You'll also receive day-to-day supervision from an on-site supervisor at the agency, who is not required to have any particular credential. Since both the off-site MSW Field Instructor and the on-site supervisor are responsible for your educational experience, good communication between them is essential. We expect that they'll collaborate—virtually, by phone or in person—monthly, at a minimum.



Q: What do I need to do after the interview?

Before ending the interview, you and the agency should be clear about the next steps. Be sure to ask when you can expect to hear back from the agency. It's also professional behavior to send a follow-up email or thank-you note, expressing appreciation for their time.

Once you've found a field placement site, you must complete several documents and upload them to the course. You'll also need to hold a virtual meeting with the organization to finalize placement. All of this will be outlined in the Orientation to Field Planning course.

Once all of the forms have been submitted and approved, your placement will be officially approved during the final meeting. If the forms need to be edited after this meeting, the placement may be conditionally approved until all of the paperwork is completed and accepted.

Q: Will the agency require a criminal background check and/or fingerprints?

This is an important question to ask during the interview, as many agencies that provide field placement opportunities for students require a criminal background check. If your criminal background check indicates a conviction, it may:

- Prevent you from securing a field placement
- Deter your ability to obtain social work licensure

To get more information regarding licensing requirements, contact the Social Work Licensure Board in the state, territory or country where you plan to practice.

Q: Will the agency require me to be immunized, including against COVID-19?

Some agencies require certain immunizations/tests. This should be determined during the interview.

Q: If the agency requires a background check, fingerprinting, immunizations, etc., do I have to pay for them?

It depends on the agency. Some will assume the responsibility, while others will ask you to pay. It's important to ask about this during the interview.

Q: Will the placement expect me to transport clients? If so, will I have to use my own car?

This depends on the agency. It's important to ask these questions during the interview.

Q: If I work in a social service agency, can those hours count as field time?

Yes. The Counsel of Social Work Education (CSWE) recently adapted their policy on allowing employment to be counted as an internship. As long as the employment meets the criteria for either foundation or advanced year, you will be allowed to utilize your employment for internship. Please consult with your Field Planner if you're employed in the field. S/he may suggest that you also speak with your employer about including some additional activities in your employment so that it meets internship requirements. If you are utilizing your employment for an internship, it's called a Place of Employment (POE) internship.

Q: Will the agency require me to attend an orientation or training prior to working with clients?

This is an important question to ask during your interview. All agencies are asked to provide some type of orientation for their students. Orientation/training required by the agency is counted as field hours.

Q: How do I ask about safety training?

Safety is an important issue to be discussed in the field placement, and you must complete a safety contract at the beginning of each placement. It is entirely appropriate to ask about safety training at any point during the interview or field placement itself. If you feel the agency is dismissing the concern, notify the Field Planner and/or Seminar Instructor immediately.

Q: May I begin my field placement without having completed all of the required courses?

No. The coursework is designed to inform and support you in the field. In field placement, you're expected to put into practice that which you've learned in class.

- You must complete or be enrolled in required courses for the first (generalist) year before beginning your generalist year placement
- You must complete or be enrolled in your second (advanced/specialization) year courses before beginning your advanced/specialization year placement



Q: May I complete both placements at my place of employment?

To have an educationally diverse field practicum experience, you're strongly discouraged from completing both placements at the same organization. You'll work closely with your Field Planner in order to find the best fit.

Q: May I complete field hours on nights and weekends at agencies that are open 24 hours a day?

Yes. You'll need to review the list of activities with your Field Planner to be sure they meet objectives for either a foundation-year or advanced-year placement. Plan to be at your placement for at least four to six hours each week, during regular business hours, and plan on attending the agency's staff meeting. Final approval of any field placement proposal rests with the Field Planner.

Q: May I complete the field placement during the summer?

You may enter field placement three times during the academic year: in January, May or September. Placements run for 30 weeks over the course of two semesters.

Q: May I complete my placements overseas?

Yes. No matter where a placement is located, however, it must meet all objectives.

Q: May I complete my placements on military bases?

Yes. No matter where a placement is located, however, it must meet all objectives.

Q: Does the required number of hours in field placement meet licensure requirements?

You'll complete an assignment in the field orientation planning class specific to the number of internship hours required by your state, territory or country. These hours do not count toward licensure, but some licensing boards require that you complete a minimum number of hours in field practicum in order to obtain initial credentialing as an MSW.

Q: How will fieldwork benefit me, regarding my specific interests within social work?

The goal of field practicum is to integrate and apply what you've learned in academic courses. It's about honing skills and solidifying knowledge, both of which are applicable to any client population you choose. It is also required by the Council of Social Work Education (CSWE).

Q: Are there certificates I can attain while earning my MSW?

Yes. The Wurzweiler School of Social Work offers two:

- Gerontology and Palliative Care
- Certified Alcohol and Substance Abuse Counselor (CASAC)

Your field planning courses (SWK 6001 and SWK 6002) include information about the specific requirements of each. You can also speak with your student support specialist to learn more about these certifications.

Good luck with your search!