



## Student Obligations

1. Field assignments must take place during typical agency hours of 8:00 AM to 5:00 PM to allow students to experience the full range of client services provided and to experience the agency when fully functioning.
2. 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**.
3. Students must arrange for flexible employment and personal schedules to accommodate the needs of the field assignment.
4. Students must be prepared to travel up to 60 miles from their residences to field assignments.
5. Students with disabilities should contact the Director of Field Education to be informed of the Springfield College protocol for establishing the need for modification of field assignments.
6. Students must be aware that most placement assignment agencies conduct a review of “Criminal Offense Records Information” (CORI) and some agencies will not or cannot accept individuals with criminal histories.

## Field Placement Assignment Options

### **A. School of Social Work-Affiliated Agency Assignment**

The Springfield College School of Social Work has developed relationships with more than 300 agencies throughout New England and New York State. Availability of placements, however, changes from year to year. Assignments are made based on opportunities for students to develop advanced generalist practice skills, supervisor expertise at the site, and agency availability.

### **B. Employment-Based Field Assignment**

Basic conditions to be met for this option to be utilized by the student are:

1. Agency is approved by Director of Field Education. (If the site is found not suitable, the student must accept an assignment to one of the agency affiliates of the School; see Option A or C).
2. Agency agrees to arrangement.
3. Agency provides social work duties for the intern that is substantially different from intern’s current work duties.
4. Agency agrees to provide M.S.W. supervision for practicum hours by an individual other than student’s employment supervisor. In Massachusetts, supervisors must hold an LCSW.
5. Supervising individual must hold an earned M.S.W. from an accredited school of social work and have **three years post-MSW practice experience**.
6. Supervising individual must provide **1.5 hours of direct student supervision**.
7. Supervising individual has taken or is willing to take school-sponsored seminar in student field instruction.
8. Student negotiates practicum hours with agency (possible arrangements: practicum hours all within work hours, partially within work hours, or over and above work hours); Office of Field Education will assist with negotiations as requested, but decision lies with employer.
9. Agency must be able to provide experiences that reflect the Advanced Generalist Practice Curriculum: work with individuals and helping groups (**micro**); work with client-focused groups and administrative groups (**mezzo**); and work with either the community (**macro, first year**) or work on an administrative project (**macro, second year**).

### **C. An Agency Suggested by the Student:**

Students may suggest an agency, which will be researched by the Field Office to assure appropriate supervisory personnel (an M.S.W.) and learning experiences that meet curricular expectations. Students interested in this option may provide an agency name, telephone number, and, if available, a contact person. If a contact person is not provided, the Field Office staff will research the appropriate contact person. (Note: suggesting an agency does not mean that the agency will be approved for placement). In addition, students selecting this option must also **suggest a population and a kind of service in which they are most interested in the event the suggested agency is not possible for a placement**.