

Frequently Asked Questions (FAQs)

1. When and how do I apply for a field placement?

A: Applications for field education placement are available [here](#). Complete the appropriate application and submit the application at the beginning of the fall semester.

2. How does the field office determine where I will be placed?

A: Student placement is determined during a meeting with the Director of Field Education. This meeting narrows down a list of agency, considering location, agency available, and student requests/learning needs.

3. How many field placement hours are required and how are the hours scheduled?

A: Generalist interns are required to complete 400 hours. 2nd year MSW students are required to complete 500 hours for the advanced placement. Lastly, advanced standing students are required to complete 600 hours. Students are encouraged to complete 16 hours per week; however, students create their schedule in collaboration with their field instructor.

4. May I be placed in the community where I live?

A: Only students with extenuating circumstances are able to complete their internship at home. The agency must meet the agency affiliation requirements. The student then must email the Director of Field with the contact information. The agency must complete and submit an agency packet. Once the packet is received, a contract between Andrews University and the agency must be signed by both parties and submitted to each party.

5. May I be placed where I work?

A: Yes, employment related placements are an option for students whose employment provides appropriate learning opportunities. Students must complete and submit a [request for placement at employment to the director of field](#).

6. May I arrange my own placement?

A: No, all placements must be arranged with the Director of Field. You may request a particular agency by contacting the Director of Field. The agency must meet the agency affiliation requirements. Then you must email the Director of Field with the contact information. The agency must complete and submit an agency packet. Once the packet is received, a contract between Andrews University and the agency must be signed by both parties and submitted to each party.

7. How does the interview process work?

A: After meeting with the Director of Field, the Director of Field will send the agency your application and resume for review; the student will receive the contact information for the agency. The agency will then contact the student to schedule an interview. If no attempts have been made by the agency to schedule an interview, students are responsible for following up with the agency.

8. May I interview at several agencies before selecting my placement?

A: No, students are matched with one agency at a time.

9. How do I determine which field course I should take?

Class Listing	
CLASS LEVEL	COURSE
BSW Seniors	SOWK 435
MSW 1 st Years	SOWK 535
Dual Degree MDIV/MSW 1 st years	SOWK 536
MSW 2 nd years	SOWK 635
Advanced Standing	SOWK 637

10. What orientation is required?

A: Orientation is required for all first time placement students, as well as, advanced standing students.

11. Exactly who is the field instructor? Faculty liaison? Director of field?

FACULTY LIAISON

All full-time social work faculty members function in the role of faculty liaison. The faculty liaison provides a vital link between the Director of Field, the student, and the field instructor. The Director of Field designates faculty liaisons to represent the social work department in the field. The Faculty Liaison is expected to make a minimum of two on-site agency visits per academic year and meet jointly with the field instructor and student.

FIELD INSTRUCTORS/TASK SUPERVISOR

Field Instructors/Task Supervisors serve as social work supervisors. Practicum instruction emphasizes developing sound educational experiences based on reaching the identified educational outcomes. In working toward this end, the Field Instructor/Task Supervisor must be an administrator, educator, role model, and supervisor. It is possible for a student to receive daily task supervision from someone other than the MSW field instructor, who would then be referred to as the task supervisor.

DIRECTOR OF FIELD EDUCATION

The Director of Field Education, Twyla E. Smith, MSW, is a full-time faculty member of the Andrews University Department of Social Work and, as such, reports to the Chair of the Social Work Department. She is responsible for the overall coordination of practicum instruction and has clear authority and responsibility for ongoing field education administration.

12. What is the purpose of the field seminar and how does it work?

A: The field seminar provides a forum for mutual support, agency case analyses, discussion of ongoing practice concerns and peer learning. Thus, it provides a vital link between theoretical knowledge, skills, values and practice realities. This course must be taken concurrently with field practicum.

CLASS LEVEL	COURSE
BSW Seniors	SOWK 420
MSW 1 st Years	SOWK 510
Dual Degree MDIV/MSW 1 st years	SOWK 510
MSW 2 nd years	SOWK 610
Advanced Standing	SOWK 610

13. How am I evaluated by the agency/field instructor?

A: You will be evaluated based on their professional development and demonstration of the practice behaviors. Field Instructors will grade the student based on the details and information given in the learning plan.

14. What should I do if I have concerns about my field placement experience?

A: Please see the Field Placement Remediation Plan on page 24 of the Field Manual.

15. After confirming my internship, when can I start my internship?

A: You can start your internship as soon as your practicum agreement is completed and submitted with the required signatures.

16. How is my grade determined?

A: Grades are determined on Pass/Fail basis. Once all of the hours and assignments are submitted, the Director of Field will post the grade on [IVue](#).

17. Do I have to register for all of my internship hours in the same semester?

A: You can register for your internship hours in different semesters to accommodate your financial plan.

18. Can I graduate if I have not completed my internship hours?

A: No, you are not eligible for graduation unless your internship requirements are fulfilled.

19. Are there any assignments that I need to complete by the end of my internship?

A: BSW and MSW first year students are required to submit one agency paper, and two CEU papers.

MSW second year and Advanced Standing students are required to submit one agency paper, two CEU papers, and one process recording.