

### **How Placements Are Made**

Placements are collaboratively made between the student and the field team based on the students' interests and learning needs. In general the process follows these steps:

- Students complete and submit the online Field Placement Application.
- A member of the campus field team or the distance site coordinator reviews the completed application and begins to coordinate the placement assignment process. They may also review the student's file, consult with other faculty, and meet with the student as necessary to identify strengths and needs for field education.
- Based on this information and the available field placements the student is tentatively assigned to a field placement.
- Students are asked to interview with the tentative field placement in order to have both parties confirm the placement is a good match for the student and the agency.
- Second year MSW placements are completed prior to other students being placed.
- In the second year of the MSW program, there is often greater student demand for certain agencies than available placements in these agencies. In such instances, agency representatives and the campus field team or distance site coordinator review and discuss student files and learning needs to determine which students are the best fit with the agency. Those students are asked to interview. Students not selected for their first choice placements are then considered for their second choices.

Because the School is responsible for determining the qualifications of field instructors and community organizations, as well as the appropriateness of educational experiences, students are asked not to approach possible placement settings to secure their own internships, but to work cooperatively with the campus field team or distance site coordinators. Contact a member of the campus field team or distance site coordinator with ideas about new placement settings.