

## Frequently Asked Questions about MSWO Field and Field Planning

### **1. I am employed full-time. How do students who are employed full-time complete field placements?**

Many students enrolled in our program have multiple roles such a student, care-taker, employee, etc. Field practicum experiences allow students to practice social work skills and responsibilities in the real world. We suggest exploring ways to fit field experiences in your schedule. Some students look to reduce their hours at work or change their schedule (for example work four 10-hour days instead of 5 days per week etc.). Students who have less flexible work schedules would be asked to explore agencies that offer the bulk of their services on the evening or weekends of example. This would allow students to get the most out of the experience.

### **2. What do these terms mean?**

**Seminar Instructor:** The UNE MSWO faculty member teaching your Field Integrated Practicum Seminar course.

**Field Instructor:** The person with their MSW degree who is providing the supervision or oversight to your placement

**Onsite Supervisor:** Not every site has an onsite supervisor, but the onsite supervisor is a person at your placement site who is responsible for assigning day to day tasks and responsibilities, if your Field Instructor does not fulfill this role.

**Field Practicum Coordinator:** The Field Practicum Coordinator works with students through the orientation and assists students to find a great field placement.

### **3. When does field planning begin?**

About 6-8 months prior to the start of your field experience.

### **4. What is the first step in the field planning process?**

Students will engage in a non-credit bearing field planning orientation with a UNE Field Practicum Coordinator to support them in finding a field placement site.

### **5. Do students receive help to find a placement?**

Students are guided through how to find a placement site by their Field Practicum Coordinator and through material and information provided in the field planning orientation. The Field Practicum Coordinators are available to answer any questions or brainstorm strategies at any time.

### **6. Are students able to select their own field placement?**

Yes! We want this to be an experience that fits your learning goals.

**7. Can a student get paid for his/her/their placement?**

Yes! Students may receive a stipend for their placement. For generalist year students, there also may be an option to use your job as placement. Please speak with your Field Practicum Coordinator about this or other paid placement opportunities.

**8. How many hours per week are students expected to be at their placement?**

Students have a variety of options for placement. For generalist year students, hours per week range 12-13 (Traditional and SOS option) to 28 hours per week (BLOCK option). For specialization year students, hours per week range from 16-18 (for Traditional or SOS options) and 30-32 hours per week (BLOCK option).

**9. Who can be a Field Instructor?**

Field Instructors should have earned their MSW degree from a CSWE accredited program, and be at least 2 years post-graduation. You should also not have a dual relationship with your field instructor.

**10. What if you want to use an agency that does not have an MSW on staff?**

If the agency can provide an experience that meets the learning objectives for the placement but does not have an MSW on staff that can provide Field Instruction, you can find or ask your Field Practicum Coordinator for assistance in finding an MSW outside of the agency to be your field instructor. This could be someone from the community or a previous instructor.

**11. I've found a site—what do I do now?**

Refer to your orientation, reach out to your Field Practicum Coordinator, and start the finalization process.

**12. Will a criminal background check and/or fingerprints or immunizations be required by the agency?**

It could be. This is a great question to ask at the agency interview.

**13. Will the placement expect students to transport clients, and if so, will students have to use their own car?**

This depends on the agency. It is important to ask these questions at the time of the interview.

**14. If a student is working in a social service agency can those hours count as field time (current or new job)?**

Due to new allowances by our accrediting body CSWE, it may be an option for generalist year students to use their job as their placement. Reach out to your Field Practicum Coordinator for more information.

**15. Will the placement require students to attend an orientation/training prior to working with clients?**

Possibly. As about this during your agency interview.

**16. Do MSW Field Instructors need to be paid for field instruction time? Under no circumstances does a student ever pay for field instruction time.**

**17. Can students participate in physically restraining clients?**

The School requests that students **DO NOT** participate in the practice of physically restraining clients at their field placements. However, students may participate in agency-sponsored de-escalation and/or restraint trainings and count the trainings as field hours.

**18. Does UNE's School of Social Work keep a list of previously used agencies?**

Yes, the field planning orientation has a link to an online directory of agencies used by previous students. Please refer to the orientation or ask your Field Practicum Coordinator for the link.

**19. Can you do your placement in a different part of the organization you work for?**

Yes! This is called a Place of Employment Placement or a POE. Talk with your Field Practicum Coordinator and refer to your field planning orientation for more details.

**20. What is the #1 reason a student cannot find an agency?**

Students who live in close proximity to other large Schools of Social Work sometimes have difficulty securing a placement due to the local universities having exclusive agreements with the agencies. It is strongly recommended that when students do reside in an area with other local schools, they work even more closely with the Field Practicum Coordinator and contact at least 5-7 organizations per week.

**21. Does the number of hours in field placement meet licensure requirements?**

Students are asked to research what is required for their state licensing requirements and the field team works with students to make sure those requirements can be met.

**22. Can placements be done overseas?**

International placements are only available to students living abroad or are military students stationed abroad. These placements can take longer to finalize so please start actively field planning as soon as you enter the field planning orientation.