

# FIELD PLACEMENT

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PREPARING FOR YOUR BSW FIELD PLACEMENT



# FIELD DIRECTOR

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# GETTING STARTED

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- Make sure that you are able to register for SWK 450, SWK 460, and SWK 470.
- Review the Field Manual on the SAC website.
- Contact the field director to discuss field placement readiness and ideas. Be prepared to discuss any leads/interests you may already have. Pick 3 leads you would like to follow and contact the agencies.
- Once you have found a placement, contact the field director. We will schedule a meeting with student, field director, and agency to discuss goals and expectations. Field director can then approve field placement.
- Necessary documents will be completed, signed, and turned in to field director.

# FIELD PLACEMENT DOCUMENTS

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- All of the field placement information and documents that you need can be found online at: [Current BSW Students](#)

Here you will find:

- a) BSW manual
- b) Field manual
- c) Memorandum of agreement
- d) Learning contract
- e) Practicum Objectives
- f) Timesheets
- g) Mid-evaluation
- h) Student evaluation of the agency

# TIPS AND TRICKS

## BEGINNING YOUR SEARCH

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- Start thinking about your field placement early. Do not wait until the last minute to find an organization. It is better to start earlier than to wait.
- Update your resume. Make sure to include all the relevant experience that you have. Please reach out if you need assistance with your resume.
- Call the field placement that you are interested in to ensure that you have the right contact person and their information. Call or email them. When calling, leave a brief detailed message and make sure to include your contact information. When sending an email, include details on what you will need from your placement such as what days you may be interested in being there.

# TIPS AND TRICKS

## BEFORE YOUR INTERVIEW

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- Know the agency. Learn as much you can about the organization and their mission. Know why it is that you would like to be there and what can you contribute to the agency.
- Do you have questions? Make sure you have them written down before you speak to them. Be as prepared as you can be.
- Meet with several agencies, ask them questions, and think about which one of them all best fits you. Think about their mission, what you would like to learn, your schedule, and which organization feels right to you.
- Be mindful that some agencies have deadlines for when you can apply.

# QUESTIONS OR CONCERNS?

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- Remember, the field director is here to assist you along the way. If you have any questions or concerns, do not hesitate to reach out by email or phone call.