

INFORMATION TO ALL STUDENTS

- **PLACEMENTS *DO NOT* START BEFORE THE DESIGNATED START DATE DETERMINED BY THE OFFICE OF FIELD INSTRUCTION.**
- **ALL STUDENTS ARE EXPECTED TO ENQUIRE WHETHER PRIVATE MALPRACTICE INSURANCE WILL BE REQUIRED BY THEIR PLACEMENT. APPLICATION FORMS ARE AVAILABLE FROM THE NATIONAL ASSOCIATION OF SOCIAL WORKERS (NASW), 800-638-8799 OR www.socialworkers.org**

INTERSESSION AND FIELD PLACEMENTS

Graduate students: Field Instruction is continuous throughout your academic year. You will have approximately one week off during the Christmas / New Year holidays and one week for a Spring break. Release from field instruction for Intersession courses are only taken with the permission of your field instructor.

Undergraduate students: Although you will have a January intersession break of approximately three weeks, some field placements find this too long of a break in service delivery and may request that you consider doing some field instruction hours during intersession. This is your individual choice and should be discussed during your pre-placement interview so that you and your field instructor are able to plan your educational experience.

HOSPITAL PLACEMENTS

Students who are placed within hospitals may be required to take several medical tests that may not be included in the required University entrance medical tests. These tests may require additional cost to the student. Students should ask their field instructor during their pre-placement visit what the requirements are so that their placement start date will not be delayed.

CRIMINAL AND BACKGROUND CHECKS

An increasing number of sites are requiring background checks for all students. This requirement is usually dealt with at your pre-placement interview. Students are responsible for completing agency procedures related to background checks.

EDUCATION PLACEMENTS

Students placed within school settings should be aware that school districts have different holidays than that of the SSW @ SB. In addition, students who use Mondays as a placement day will be low on their required field instruction hours as many school holidays fall on this day. Students will therefore need to coordinate their University calendars with their placement hours. Students may need to extend their placement beyond the middle of May in order to complete the required number of field instruction hours.

Please be advised that some school systems require fingerprinting as part of their acceptance procedures. This procedure involves additional costs to students; the cost is between \$75 – 100 and the process can take between 4 – 6 weeks. Please discuss this at your pre-placement interview.

SUBSTANCE ABUSE PLACEMENTS

Students who are placed within substance abuse out-patient or in-patient programs may be required to take a drug test prior to being placed.