The Advanced Standing Concentration Year field placement provides students with the opportunity to develop advanced practice skills and to demonstrate competence in the advanced practice behaviors. Practice settings focus on some aspect of work with children and families, particularly groups of children and families whose life chances and well-being are challenged by issues of poverty, homelessness, violence, and the like. Advanced Standing students are required to complete a 100-hour Gateway field placement in the summer prior to the start of the academic year. During the academic year, students are required to complete a minimum of 720 hours in the Concentration Year field placement. Cumulatively, Advanced Standing students are required to complete a total of 820 field hours. Field placements are typically available during normal business hours, Monday-Friday 8 a.m. to 5 p.m. Students typically complete their Gateway field placement at the same site as the Concentration Year field placement site. Alternative arrangements can be made if a site cannot accommodate this.

**Placement Process and Timeline**

**March – April**
- Placement process begins.
- Student to complete [Student Field Placement Application online](#) and attach an updated resume that includes BSW field placement.
- Upon receipt of resume and Student Field Placement Application, the student will receive a link to sign up for a 30-60 minute field placement meeting with assigned field staff member.

**April 15**
Deadline to complete [Student Field Placement Application online](#) and attach an updated resume.

**March – May**
Field placement meeting with assigned field staff member.

**March – May * **
Interview(s) with field placement site(s).
(*If a placement has not been secured, student may interview beyond May)

**June 1**
[Student Internship at Employment Application and Agreement](#) due to assigned field staff member.

**Placement Requirements and Timeline**

Students are in the field 16 – 24 hours per week in July and August to complete a total of 100 hours. Students are in the field a minimum of 24 hours per week September through late April. Days are not predetermined; the schedule is a collaborative effort between the student and the Field Instructor. Students are required to receive a minimum of one hour of supervision per week provided by an MSW who has at least two years of post-graduate experience and is licensed at the LCSW or LICSW level.

**July**
Students typically begin Gateway field placement the first week of July. Students attend Gateway Practice and Field Seminar in the summer, dates will be provided on the portal.
**September**  
Students typically begin Concentration Year field placement the second week of September. Field Seminar class begins and meets seven times in the fall semester, dates will be provided on the portal.

**December**  
Semester I Field Evaluation is due.

**January**  
Field Seminar class continues and meets seven times in the spring semester, dates will be provided on the portal. Students should register for the same section of Field Seminar that they were enrolled in the fall.

**April/May**  
Field placement ends.  
Semester II Field Evaluation is due.

**Employment-Based Internship Requirements and Process**  
Students who are interested in completing the Advanced Standing Concentration Year field placement at her/his place of employment are required to submit a *Student Internship at Employment Application and Agreement* no later than June 1. In order for an internship at a student’s employment site to be considered for approval, it must meet the following criteria: the site must be large enough to provide work for the student that is in a different part of the agency than where the student is employed; the MSW Field Instructor must be a different supervisor from the supervisor overseeing the work the student is employed to do; the student must have release time from his/her employment to perform the practicum hours, have supervision and take the field seminar; and the student’s practicum experience in the agency where she/he works meets the same criteria as students who are not employed at the practicum site.

**Flexible Field Option**  
Advanced Standing Concentration Year MSW students utilizing the Flexible Field Option are required to be in field a minimum of 16 hours a week. A limited number of Advanced Standing Concentration Year field placement sites may be able to accommodate a flexible field schedule. Students who will be in the field for 30 or more hours before the academic year begins and/or after the academic year ends will be required to register for, attend, and pay for the 2-credit summer Field Seminar and Practicum (SWK 554/654). Students who have not completed their hours in field by the time grades close will receive an “R,” indicating that they are in the process of completing their hours. For graduating Concentration Year students, the Registrar’s office can provide necessary degree completion documentation for employment and/or licensing purposes. Once final grades have been entered, students will receive their official diploma in August. Students who would like to utilize the “Flexible Field” option must have this approved by the practicum site and fill out the associated paperwork prior to June 1.

**Contact**  
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