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. Starting in 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.

**March – May**
- Deadline to complete [Student Field Placement Application](#) online and attach an updated resume.
- Field placement meeting with assigned field staff member.

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

**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 hours per week in July and August to complete a total of 100 hours. Students are in the field a minimum of 16 hours per week September through late July. 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 field placement the second week of September.
Field Seminar class begins and meets five times in the fall semester, dates will be provided on the portal.

January
Field Seminar class continues and meets five 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.

February
Semester I Field Evaluation is due.

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

July
Field placement ends.

August
Semester II Field Evaluation is due. Students who need to extend field placement hours into August will delay degree conferral to December. Upon completion of field hours and earning a passing grade for the field practicum and seminar, students with a delayed degree conferral can contact the Registrar’s Office for a letter confirming completion of degree requirements which will allow the student to sit for the LCSW exam and be hired at the MSW level.

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
The off-campus Wheelock @ Worcester program is designed with the flexible field standard for all students. This allows students to be in the field 16 hours per week September-July. Students may choose the traditional option to complete the concentration year field placement in 24 hours per week September-April. Students who choose the traditional option, must continue to attend the field seminar class through August and make arrangements with the faculty field liaison to complete the required field assignments within the timeframe of the placement.

Contact
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