During the Foundation Year field practicum, students are expected to apply the generalist practice perspective they are learning through classroom-based courses and to have experiences with individuals, groups, families, organizations, and communities. Foundation year students are expected to be on site at least 16 hours weekly over the course of the academic year of the Foundation Year practicum, completing a minimum total of 480 hours for the full academic year. Field placements are typically available during normal business hours, Monday-Friday 8 a.m. to 5 p.m.

**Placement Process and Timeline**

**March-June**
- Placement process begins.
- Student to complete [Student Field Placement Application](#) online and attach an updated resume.
- Upon receipt of updated 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.

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

**April-July**
Field placement meeting with assigned field staff member.

**April-August**
Interview(s) with field placement site(s).

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

**Placement Requirements and Timeline**
Students are in the field a minimum of 16 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.

**September**
Students typically begin 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 Foundation Year field placement at her/his place of employment are required to submit a *Student Internship at Employment Application and Agreement* no later than August 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**

Foundation Year MSW students utilizing the Flexible Field Option are required to be in field a minimum of 12 hours a week. A limited number of Foundation 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. 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 August 1.

**Contact**

Social Work Field Education  
Social Work Department  
Wheelock College  
200 Riverway  
Boston, MA 02215

Phone: 617-879-2200  
Email: swfield@wheelock.edu  
Fax: 617-879-2203