**SCHEDULING OF THE GRADUATE FIELD PRACTICUM**

The graduate field practicum fulfills the mission and goals of the program. It presents an opportunity for integrating social work knowledge with practice and skill building. The field practicum is predicated on the social work competencies and subsumed practice behaviors (CSWE, 2009, 2015).

In this professional program, it is an educational tenet that the field practicum be linked with the courses that deliver content related to social work practice. Therefore, the field practicum should be scheduled during the same semester as the practice classes. A decision to withdraw from or to postpone field or practice class would necessitate withdrawal or postponement of the other.

All of the face-to-face graduate classes and field meetings are on Wednesdays or Thursdays, with the exception of the learning plan training. The following information outlines the field practicum course sequence for the **face-to-face two-year program:**

**SW 5921, FOUNDATION FIELD I:**

This face-to-face course is taken during fall semester, and the student locates a field placement and completes a total of 112 hours in the field, beginning during Week #8 of the semester. This computes to 14 to 16 field hours per week, depending on how much the holidays interfere with the student’s field schedule.

**SW 5922, FOUNDATION FIELD II:**

This face-to-face course is taken during spring semester. The student completes a total of 280 hours in the field for 14 weeks of the semester. The semester is 15 weeks; however, Week #8 is spring break and not available for field hours. This then computes to 20 field hours per week.

**SW 6921, ADVANCED FIELD I:**

This face-to-face course is taken during the fall semester. The student completes a total of 280 hours in the field during the 15-week fall semester. This computes to approximately 20 field hours per week due to the interference of the holidays, which take up 4 days.

**SW 6922, ADVANCED FIELD II:**

This face-to-face course is taken during the spring semester. The student completes a total of 280 hours in the field for 14 weeks of the semester. The semester is 15 weeks; however, Week #8 is spring break and is not available for field hours. This then computes to 20 field hours per week.

The online graduate field courses follow a part-time field schedule. The learning plan training and policies and procedures training have online modules. The following information outlines the field practicum course sequence for the **part-time online graduate program:**

**SW 5921, FOUNDATION FIELD I (ONLINE):**

Weeks #1, #2, and #3 will concentrate on field placement process and preparation to enter field as a Foundation student. The students will complete 10 hours/week during weeks 4-14 of the semester, for a total of 110 hours in an advanced generalist placement. Two hours will be earned by the students for completing their online field orientation modules, for a total of 112 hours.

**SW 5922, FOUNDATION FIELD II (ONLINE):**

The student completes 10 hours/week for 14 weeks of the semester for a total of 140 hours in the field. This course is taken for two semesters; students complete 280 hours in 5922 and 112 in 5921, for a total number of 392 Foundation hours in the field practicing advanced generalist social work.

**SW 6921, ADVANCED FIELD I (online):**

This online course is taken twice. The student completes a total of 140 hours in the field for two 14-week semesters. This computes to approximately 10 field hours per week for 28 weeks, equaling 280 hours. These field hours should be focused on clinical practice.

**SW 6922, ADVANCED FIELD II (online):**

This online course is also taken twice. The student completes a total of 140 hours in the field for two 14-week semesters. This computes to approximately 10 field hours per week for 28 weeks, equaling 280 hours. These field hours should be focused on clinical practice.

**Student Responsibility**

It is the student’s responsibility to plan out his or her field hours in such a way that all hours are served during the enrollment period of the semester. Field hours may start on the first day of classes and end on the last day of classes for the particular term. Field hours are not to be served outside of the enrollment period.

Given that the student is in the field for 10 to 20 hours per week, is also taking social work practice and research classes, requires time to study and write assignments, and may have travel issues, each student should carefully consider how they will integrate the program’s requirements into his or her other life commitments. Students are encouraged to talk to their advisors or a field faculty person about the challenges of competing academic and personal demands.

The student is expected to make a commitment to the agency and to its clients. Field days should be scheduled in a way that expresses that commitment and an attitude of service and consideration. For example, field days usually consist of at least a half-day block of time, and the student may not, on a regular basis, schedule short visits (meaning 1-2 hours) to the agency in between other commitments, as this is usually not helpful to the agency. Furthermore, such scheduling does not enhance the educational value of the placement. In addition, field hours are to be divided equally between each week in the semester and may not be completed early. If a student needs to deviate from these guidelines, he or she is expected to discuss the nature of this with the field instructor and the field liaison. In cases of illness, the plan to make up hours should be immediately formulated and shared with the field instructor and the field liaison. The field director is also available for consultation on emerging needs related to scheduling.

References:

Council on Social Work Education. (2015). *CSWE educational policy and accreditation standards.* Retrieved from <https://www.cswe.org/getattachment/Accreditation/Accreditation-Process/2015-EPAS/2015EPAS_Web_FINAL.pdf.aspx>

Council on Social Work Education. (2009). *CSWE advanced social work practice in clinical social work.* Retrieved from <http://www.cswe.org/Accreditation/EPASImplementation.aspx>