

Field Matching & Selection Process: 4 Key Steps--Summary

Matching & Selection Process

Securing an internship is a collaborative process between the student, the field office, and a potential agency/organization. Students should schedule an academic advising appointment with their advisor before meeting with a member of the field education staff to ensure they have a clear academic plan.

Step 1: Submit Application Materials

- Students will sign a student agreement form, complete their IPT profile, upload a resume, and write a narrative statement outlining interests, availability, and goals. This initiates the field placement process.

Step 2: Attend Application Review Meeting

- Students meet with a the field facilitator to discuss placement preferences, which include population of interest, clarify learning goals, concentration of interest, potential specialization for MSW-AS or MSW Concentration students) conduct a final review of application materials, and ensure readiness for the matching phase, and send out application to selected agencies.

Step 3: Matching with Agencies

- The Field Office begins identifying potential placements that align with the student's priorities and sends out application materials via email.
- Student responds to agencies/organizations within two business days who have expressed interest in conducting interviews with the student.
- If Field Office has not heard from the organization within a week, there will be follow-up.

Step 4: Interview & Final Selection

- Students interview with agencies, and if both the site and student agree, the match is confirmed.
- The student then prepares for onboarding and registers for their field seminar.

Scheduling | Field Hours | and Courses

Student Cohort	Field Placement Hours/ Weekly Average	Field Education Course & Semester
BSW MSW Foundation	400 Total Hours 14-16 hours per week	BSW SWRK 4100 Fall/ SWRK 4110 Spring MSW SWRK 6710 Fall/ SWRK 6720 Spring
MSW Clinical Practice Concentration	500 Total Hours 16-20 hours per week	MSW SWRK 6760 Fall SWRK 6780 Spring
MSW Program, Planning, and Administration Concentration	500 Total Hours 16-20 hours per week	MSW SWRK 6770 Fall SWRK 6790 Spring