

## Field Placement Make-Up Hour Policies

### Honor Planned Breaks & Holidays

- Official university holidays, academic breaks, and agency-observed holidays do not count as field hours.
- If a student works during these periods, hours may count only if pre-arranged, educationally relevant, and approved by the field supervisor and faculty field liaison.

### Unplanned Absences (e.g., illness, weather closures, emergencies)

- Students should not count hours missed due to sick time, snow days, or other unplanned events.
- A make-up plan should be negotiated promptly between the student and field instructor to recover missed hours.
- Early discussion is advised to minimize disruptions.

### Exceeding Required Hours

- Hours worked beyond the CSWE-required minimum (e.g. 400 for BSW, 900 for MSW) may be recorded as additional or volunteer hours.
- Most schools do not reduce placement duration if a student reaches the required hours early; the placement must be maintained by the end of the term.
- Excess hours do not automatically shorten the internship period.

### Make-Up Strategies & Best Practices

- Plan potential make-up days during the interview or onboarding process so clients and agencies aren't adversely affected.
- Keep a buffer of extra hours built into the schedule in case of future absences.
- Discuss any accommodations needed (e.g., caregiving responsibilities, academic conflicts) early with the field supervisor and faculty field liaison.

### Quick Reference Table

Situation	Countable Hours?	Required Action
University or agency holidays	✗	No action
Missed due to illness/emergency	✗	Arrange make-up with instructor
Inclement weather snow day	✗	Plan make-up hours
Excess hours beyond requirement	✓ (volunteer only)	Placement continues through term
Placement ends early	✗	Continue through final scheduled week