

I already have a place in mind that has agreed to take me on; can I do my placement there?

You can certainly propose completing your placement at an agency you've already identified. However, your placement proposal documents will still need to be completed during your required field enrollment courses (as for all placements) before receiving official approval. For more information regarding this, please reach out to mswfield@liberty.edu.

What should I look for in an agency to make it a good placement?

You'll want to secure an internship at an agency that will give you a chance to practice social work skills in a capacity that will allow you to engage in all nine social work competencies as outlined by the Counsel on Social Work Education ([CSWE](#)) and gain sufficient direct client contact (Generalist Field students should plan for 25-30% of their overall hours to consist of direct client contact while Advanced Field students should plan for 35-40% of their hours to be direct client contact).

What is the seminar component of field experience?

Seminar is a weekly, two-hour synchronous class students attend while completing their hours in the field. Note: these two hours are *in addition* to your weekly hours in the field.

The purpose of this seminar is to enrich a student's field experience by connecting knowledge to practice, providing a place to process experiences in the field, and learning from peers. There will be a designated meeting time each week in which students will be expected to attend a virtual class via Microsoft Teams. This class requires access to a computer with video camera and microphone capabilities.

Students are only permitted one seminar "skip" during their entire field placement, so it will be important to plan accordingly.

Please note: Any "breaks" from placement pre-approved through a Modified Schedule Exception Proposal *do not* exempt a student from attending field seminar class. One break of one week during placement (starting late, ending early, or a week off during) is all that can be approved. Please plan accordingly.

Can I complete both internships at once?

No, students cannot complete both field experiences over one continuous period of time. The second experience must be distinct and completely separate from the second field experience.

When can I start completing my field hours?

Students may begin completing hours in the semester in which they begin their field experience seminar course. Your field hours must be completed between the official start and end dates of that semester. Students may complete "training" prior to the beginning of their placement, but no internship tasks.

You can access the start and end dates for upcoming terms by viewing the [Online Academic Calendar](#) posted on the Registrar's website.

How many hours are required for my field placement?

Our program requires two different field experiences: Generalist Field (400 hours) and Advanced Field (600 hours). These internships can each be completed in one semester or split evenly over the course of two consecutive semesters. For example, you could complete your first 200 hours of Generalist Field in a spring semester and the second 200 hours in a summer semester. Students must remain in their placement for the duration of their placement; hours cannot be frontloaded to expedite your placement end date.

Generalist Field students should plan for 25-30% of their overall hours to consist of direct client contact while Advanced Field students should plan for 35-40% of their hours to be direct client contact.

Can I complete my field placement at my place of employment?

For students who are already employed in a social work position that would otherwise be approvable as an internship, they may propose to fulfill up to 50% of their overall hours with their employment role. The other 50% of their hours would need to be filled with new learning tasks that *are not* part of their employment role. For this option, students will need to work in their current employment position for no less than 90 days before the start date of their internship experience.

Alternatively, if a student works at an agency that provides social services but *is not* employed as a helping professional, they may still propose an internship at their employment agency; however, they *would not* be able to count any employment hours. Their internship role would need to be entirely separate from their employment role.

Can I do my second field placement at the same place I completed my first field placement?

While it is strongly recommended that students complete their two field experiences at different agencies, there are some cases in which this may be approved.

Students must be able to demonstrate that they will be completing entirely *different* tasks in a *completely different* department and with a different Agency Task Supervisor from their first field placement.