



## Master of Social Work Field Timeline Traditional Full-Time Cohort (Two Year Program)

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### Prior to Program

**July** MSW Program Orientation & Brief Field Education Introduction

### 1st Year in Program

**September** **Generalist** Field Application is sent to students via e-mail

Mandatory **Generalist** and **Clinical** Field Application Meeting –  
During Class

**October** **Generalist** Field Application is due. Turn in to Social Work Office, EDUC 0129.  
**Begin placement process for Generalist summer field placement (425 hours)**

- ✓ Field Education contacts agencies based on student's Field Application and Interest Form. (Interest Forms are only available for Generalist field placements, due to the limitability of clinical placements.)
- ✓ Field Education authorizes student to contact approved agency, student sets up an interview, and attends the interview(s).
- ✓ Student contacts Graduate Assistant for Field Education at [socialwork.field@usi.edu](mailto:socialwork.field@usi.edu) after the interview to inform them how the interview went.
- ✓ If accepted by the approved agency, student completes and turns in the Field Instructor Guideline (FIG) to Field Education.

**November** **Clinical** Field Application is sent to students via e-mail

**January** **Clinical** Field Application is due. Turn in to Social Work Office, EDUC 0129.

**February** Placement process for **Generalist** summer field placement (425 hours) complete and **Generalist** Field Instructor Guidelines (FIG) are due.

<b>March</b>	<p><b>Begin placement process for <b>Clinical</b> MSW students for their full-year, field placement (300 hours per semester/600 hours for the academic year).</b> The field office places all Clinical MSW students at the same time.</p> <ul style="list-style-type: none"> <li>✓ Field Education contacts agencies based on student's Field Application. (<i>Interest Forms are not used with placing for Clinical Field Placements due to the limitability of clinical placements.</i>)</li> <li>✓ Field Education authorizes student to contact approved agency, student sets up an interview, and attends the interview(s).</li> <li>✓ Student contacts Graduate Assistant for Field Education at <a href="mailto:socialwork.field@usi.edu">socialwork.field@usi.edu</a> after the interview to inform them how the interview went.</li> <li>✓ If accepted by the approved agency, student completes and turns in the Field Instructor Guideline (FIG) to Field Education.</li> </ul>
<b>April – May</b>	Create your summer <b>Generalist</b> semester schedule with your agency. Your schedule should be consistent each week.
<b>May</b>	USI Summer Classes Begin/ <b>Generalist</b> Field Placement Begins <b>Mandatory Generalist Field Orientation Meeting – During Class</b>
<b>July</b>	<b>Placement process for full-year, <b>Clinical</b> field placements are complete and Field Instructor Guidelines (FIG) are due.</b>
<b>July – August</b>	Create your <b>Clinical</b> semester schedule with your agency. Your schedule should be consistent each week.
<b>August</b>	<b>Student completes 425 hours at Summer <b>Generalist</b> Field Placement Mandatory <b>Clinical</b> Field Orientation Meeting – During Class</b>
<b><u>2nd Year in Program</u></b>	
<b>August</b>	Fall Classes Begin/ <b>Clinical</b> Field Placement Begins
<b>December</b>	<b>Student completes 300 hours at <b>Clinical</b> Field Placement</b>
<b>January</b>	Spring Classes Begin/ <b>Clinical</b> Field Placement Resumes
<b>April/May</b>	<b>Student completes 600 hours at <b>Clinical</b> Field Placement MSW Students Graduate from USI</b>