

University of Memphis School of Social Work
Field Education Quick Reference Guide
Academic Year 2024-2025 (Fall '24 thru Summer '25)

Who to Contact:

- Undergraduate (BA) students report to Danielle Seemann dswatson@memphis.edu
- 1st year MSW students report to Cherry Malone ccmalone@memphis.edu
- 2nd year/Advanced Standing MSW students report to Maggie Landry malandry@memphis.edu

Academic Calendar/Semester Dates:

- **Fall semester begins 8/26/2024.** Closings: Labor Day (9/2); Fall Break (10/12-10/15); Thanksgiving Break (11/27-12/1). Last Day of Classes: 12/4. Exams end 12/12. Faculty need to submit grades by 12/16.
- **Spring semester begins 1/21/2025.** Closings: Spring Break (3/10-3/16). Last day of classes: 4/30. Exams end 5/8. Faculty need to submit grades by 5/12.
- **Summer 2025 dates are TBD.** Please check the Registrar website for updates: <https://www.memphis.edu/registrar/calendars/>

BA Students need **400 hours**.

Required hours per course:

- SWRK 4830 – 3 credit hours
 - Minimum 2 days per week
 - 150 hours in the agency
- SWRK 4840 – 2 credit hours
- SWRK 4831 – 4 credit hours
 - Minimum 3 days per week
 - 250 hours in the agency
- SWRK 4841 – 2 credit hours

Depending on the student's situation, this can break down into:

- Fall Block 28 hrs/wk (15 wks)
- Fall/Spring – 13 hrs/wk (30 wks)
- Spring Block – 28 hrs/wk (15 wks)
- Spring/Summer – 16 hrs/wk (25 wks)
- Summer/Fall – 16 hrs/wk (25 wks)

1st year MSW students need **400 hours**.

- Fall semester: 160 hours (14-16 hrs/wk)
- Spring semester: 240 hours (16-18 hrs/wk)

1st year MSW – *full time* students:

- Have seminar class monthly throughout the semester (MUST complete SWRK 7001 course before starting field)
- Will start field mid-September (*tentative*)
- In class one Tuesday a month (1:30pm-4:30pm), and they will get field hours for class

1st year MSW – *extended study* students:

- Extended Study students have completed SWRK 7001 and will start field in August
- In class online

2nd year MSW students (incl. Advanced Standing) need 500 hours.

- Fall semester: 250 hours (18-20 hrs/wk)
- Spring semester: 250 hours (18-20 hrs/wk)

2nd year MSW students:

- 2nd year students can start field in August at the start of the semester, as long as there is a current clinical affiliation with their internship agency, and the student has met all requirements before starting their internship (see below). This also includes students using their employment as their internship.
 - Onboarding and training may occur prior to the start of the semester, and those hours can count toward overall internship hours.
- In class one Thursday of the month (1:30-4:30pm) or online. Students in the in-person section of seminar class may log class hours on their internship time logs.

General Information for Field

Requirements for all students before starting field:

- [NASW membership](#) (\$60/year). Proof of membership needs to be sent to the appropriate field director.
- [Liability insurance](#) (\$15/year) through NASW Assurance Services. Must have the \$1,000,000/\$5,000,000 policy. Proof of insurance needs to be sent to the appropriate field director.
- The School of Social Work does NOT require background checks for our students. If your agency requires a background check be done prior to the student starting their internship, please let the field director and the student know upon interview/acceptance.

Volunteer Hours:

Students are also allowed to accrue **25 hours** per semester towards field in on-line modules/ CEU's/ Professional development opportunities, social service volunteer projects. These opportunities are not required to complete internship hours. They are just there as a "safety net" for students who may need them for whatever reason.

University Initiated Events:

Students will have activities that are offered and required during their educational programming. The expectation is the student will attend these activities **in lieu of attending field** for that day/event. Some examples include: Social Work Day on Hill; Field Seminar Classes (throughout the year); Agency Day; Professional conference/research with U of M; Research Poster Presentations; Symposium; Grant-related trainings.

Documentation:

- All documents related to field (learning plan, time logs, evaluations, etc.) can be found in Tevera.
- Field Manuals and other policy-related documents can be found on the [Student Field](#) or [Community Field](#) websites.

- Students will keep up with weekly time reports that reflect their activities and the competencies that are linked to those activities
- Field instructors should sign the time reports weekly
- Liaison meetings at least once per semester, with accompanying forms

COVID-19 and Field Placement Internships:

If your agency has requirements for students to be on agency property during the COVID-19 pandemic (masks, temperature scan, hand washing/sanitizing, vaccination, regular COVID-19 testing, etc.), please let the student know either in the interview or before they start their internship.

With the increasing availability and FDA approval of certain COVID-19 vaccines, some students have chosen to be vaccinated. If the agency requires proof of vaccination, please make sure to notify the student upon interview. The University of Memphis is not requiring students to be vaccinated—it is solely a voluntary choice.

Other Important Websites:

- Student Resources for Field: <https://www.memphis.edu/socialwork/students/field.php>
- Field Instructor/Agency Resources for Field: <https://www.memphis.edu/socialwork/community/field.php>