

## **Student Hours**

Students are in their placements between Labor Day and the end of the first week in May. Because of this, the Field Experience/Practicum Course is a full 35 weeks long. Therefore, the student “time in the course” typically looks and feels different from

semester within each liaison/student group. The seminars are 1½ hours each and can be counted as a part of the student's total minimum required field hours for each semester.

More specific guidance:

1. Undergraduate students, Foundation year MSW (FMSW) students, and Specialized Practice year MSW (SPMSW) students complete a minimum of 450 hours in the field between September and May. Specialized Practice Advanced Standing (SPMSW AS) students complete a minimum of 600 hours.
2. Some placement sites may require more hours than the Field Education program's minimum. In these cases, students must be made aware of this prior to accepting the placement.
3. Students schedule consistent blocks of time in their agency each week so as to complete their hours within 2-3 days.
4. Student hours reflect the schedules of staff and supervisors within the organization. Evening and weekend hours are an exception, not the rule, and must be approved by the Faculty Field Liaison and Field Education Coordinator.
5. The identified Field Instructor must be on site during most of the student's hours; for the hours that this is not the case, another staff person must be identified for the student as a primary support.
6. The hours in the student's

student and Field Instructor immediately notify their Faculty Field Liaison. Unless otherwise approved by the Field Education Coordinator, students make up time they have missed within the semester. If a student misses considerable lengths of time, they can make arrangements to make up time before the beginning of the next semester, but only as a result of a meeting that leads to a written plan and approval of the Faculty Field Liaison, Field Instructor, and student.

10. There may be occasions when it is necessary for students to perform overtime work. When these situations do arise, students will plan for and take compensatory time off in a balanced and professional manner.
11. Any on-call or crisis duty must be pre-approved by the Faculty Field Liaison and the Field Education Coordinator. No student is to be on call during class time.
12. While occasionally there will be important learning opportunities related to placement that take place during a student's regularly scheduled classes, students may not be required to miss class in order to attend a field meeting or event.
13. Students complete their hours no later than the Friday after the last day of classes in May. At the same time, students are expected to be working in the agency at least until the last day of classes (also in May). If a student finds that they "have enough hours" and would like to end early, they must make a formal request which must then be approved by the Field Instructor and the Faculty Field Liaison. In other words, students may not "work ahead" of their approved schedule just so they can finish their placement