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| **I already have a place in mind that has agreed to take me on; can I do my placement there?** |
|  **You can certainly propose to complete your placement at an agency you’ve already identified. Forms 1-6 will still need to be completed, as for all placements, before anything can be approved. For more information regarding this, please reach out to** **mswfield@liberty.edu****.**    |
| **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 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 completely different tasks in a completely different department and with different supervision from their first field placement.****Students wishing to propose a repeat placement should complete the Form 3C Repeat Placement Exception Form when enrolled in the Field Enrollment Course.**    |
| **Can I complete my field placement at my place of employment?** |
|  **When enrolled in the Field Enrollment Course, students requesting to complete their placement at their place of employment should fill out the Employment Site Disclaimer Form and the Form 3B Employment-Site Placement Exception Form. This form should illustrate that you will be completing completely different tasks from your job in a completely different department, and under completely different supervision.****While employment-site placements are not ideal, we can review these requests on a case-by-case basis. Note: employment hours *cannot*count towards your placement hours.**    |
| **How many hours are required for my field placement?** |
|  * **The Generalist placement consists of 400 hours either over the course of one 16-week semester or two semesters (MSW).**
* **The Advanced Generalist placement consists of 600 hours either over the course of one 16-week semester or two semesters (MSW).**

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| **When should I start my placement hours?** |
|  **Placements should begin during Week 1 of the semester in which you are enrolled in your field seminar course. To start any later than Week 1, this would require a Form 3A: Modified Schedule Exception Proposal Form, submitted within the Field Enrollment Course.**    |
| **What is the Affiliation Agreement?** |
|  **The Affiliation Agreement is a legal document signed by both Liberty University and your proposed placement agency.****Many times, agencies are willing to sign the affiliation agreement provided by the university. However, in the cases of some agencies such as schools, hospitals, or government organizations, it is requested that the university signs the agency’s Affiliation Agreement instead. These negotiations can take some time.****We strongly encourage students to begin the conversation about the Affiliation Agreement as soon as an agency agrees to take you on. If your agency would like to request any changes to LU's Affiliation Agreement or submit their own, notify your field advisor immediately. They will connect the University's Contracts department with your agency to negotiate.**   |

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| **What is the difference between the Field Enrollment and the Field Experience and Seminar classes?** |
|  **Students begin the process of locating and securing an agency or organization to complete their Field Experience hours at in the Field Enrollment classes.****The Field Experience and Seminar classes are when the students will complete their hours in the Field.****Field Enrollment classes must be taken the semester before students plan to complete their Field Experience and Seminar class.**  |
| **How do I locate an agency to complete my Field hours at?** |
|  **Start by using Google to explore social service agencies and organizations in your area. Your state’s 211 website may also be a great resource when looking for somewhere to complete your field experience hours.****Consider contacting agencies or organizations in your area that employ social workers first, as they are often willing to give back to their profession by hosting an intern. If you are having trouble getting in contact with larger organizations, try contacting some smaller agencies in your community.**  |
| **What should I look for in an agency to make it a good placement?** |
|  **Agencies that make strong placements are those that offer students an opportunity to practice and develop all 9 Social Work Competencies, which can be found in the MSW Field Manual**  **Students often report that agencies in which a social worker is already employed, offered a more enriching placement as well. It can also be beneficial to you as a learner if you are able to engage in various areas of practice during your placement so you can gain a broader understanding of the field of social work.**  |
| **Does the agency have to have a social worker on site to qualify for a placement?** |
|  **No, the agency or organization does not have to have a social worker on site to qualify as a placement. If the site does not have an individual who qualifies to fulfill the role of Field Instructor, a student may secure an External Field Instructor.****The qualifications for a Field Instructor are:*** **FOR MSW-level students: Must possess a MSW**
* **Must have 2+ years of post-graduate social work practice experience**
* **Must be actively employed in a social work/helping role**

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| **When can I start completing my Field hours?** |
|  **You will start completing your Field hours in the semester in which you are enrolled in the Field Experience and Seminar class. Your Field hours must be completed between the official start and end date of that semester. The start and end dates for each semester are determined by Liberty.****Students can access these dates each semester by viewing the**[**Online Academic Calendar (links to an external site)**](https://www.liberty.edu/registrar/academic-calendar/)**posted on the Registrar’s website. Students may complete "training" prior to the beginning of their placement, but no internship tasks.**  |
| **How many Field Experiences are there?** |
|  **Students must successfully complete two Field Experiences in order to graduate from their program.****In the MSW program. the Generalist Field Experience is 400 hours and the Advanced Generalist Field Experience is 600 hours.**  |
| **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.**  |
| **How is it possible to complete Field hours and work full-time?** |
|  **Though it can be challenging, it is possible for students to complete their Field hours while working full-time! It is also possible to complete your Field Experience at your place of employment if you are already employed in a social service agency or organization that meets CSWE and Department criteria for an approved Field Placement. If this is a concern for you, we highly recommend discussing it with your field advisor who can help brainstorm solutions.**  |
| **What is a Placement Proposal and why do I have to complete one?** |
|  **A Placement Proposal consists of six forms/steps that students will fill out during their field enrollment course. These steps provide information on your proposed agency, supervisors, and tasks and responsibilities while completing your Field Experience. One of these Forms is also a contract between Liberty University and the agency that must be signed by an official agency representative.****The Placement Proposal is filled out by students with the help of their agency and reviewed by their Field Advisor to ensure that the placement is going to offer the student an excellent Field Experience that meets CSWE requirements and Departmental standards.**  |
| **What is the Seminar component of Field Experience?** |
|  **Seminar is a weekly, two-hour synchronous class that 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 "skip," so it will be important for students to plan accordingly.****Please note: any "breaks" from placement pre-approved through a Modified Schedule Exception Proposal do not exempt a student from being required to attend field seminar.**  |