

KEY STEPS IN THE PLACEMENT PROCESS

The placement process is a collaborative effort between Florida International University, the School of Social Work, the agency, and the student. The School of Social Work is committed to finding the best possible placement for students.

Under no circumstances is a student to make arrangements for his/her own placement.

The following are the basic steps in the placement process. For more details, please refer to the [BSSW](#) or [MSW](#) Field Manuals.

1. All students should meet with their advisor prior to the field application due date to determine if they are eligible to begin field in the following semester.
2. Eligible students apply for the field on the Intern Placement Tracking system (IPT) by filling out an application the semester before intending to enter field. Please refer to the [BSSW](#) or [MSW](#) Field Manual for eligibility criteria.
3. The Office of Field Education consults with agency directors and/or individual field instructors about vacancies for possible field practicum opportunities.
4. If a student meets readiness requirements, there will be a formal notification via their FIU email of acceptance and proceeding in the placement process.
5. Eligible field practicum students must participate in a mandatory, online field orientation.
6. Each student must also schedule a face-to-face interview with field faculty after participating in the orientation.
7. Students meet individually with the field coordinators to discuss specific placement possibilities.
8. After student interviews are completed, the field coordinators preliminarily match students to field placements and forwards potential interns' applications to the agency.
9. Students are emailed the field placement match information, including contact information and next steps to schedule their interview at the agency via their FIU email.
10. Students are to immediately contact the potential Field Instructor indicated on the notice to arrange an appointment for a pre-placement interview.
11. All students complete a Confirmation of Placement form and turn in to the Office of Field Education.

12. Students complete all required agency orientations, background checks, drug Testing, and health record verifications/immunizations prior to entering field.
13. Grade checks are done at the end of the semester to verify students' eligibility for field placement.