

KEY STEPS IN THE PLACEMENT PROCESS

The placement process is a collaborative effort between the School of Social Work's Office of Field Education, the agency, and you, the student. Using our expertise, we are committed to finding the best possible internship for all students.

Under no circumstances is a student to arrange for their own placement.

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

1. All students should meet with their advisor prior to the field application due date to determine if they are eligible to begin practicum 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.
3. The Office of Field Education consults with agencies about vacancies for possible field practicum opportunities.
4. If a student meets readiness requirements, there will be a formal notification via FIU email of acceptance and directions on how to proceed in the placement process.
5. Eligible field practicum students must participate in a mandatory, online field orientation the semester prior to beginning the internship.
6. Each student must also schedule an interview with field faculty after participating in the orientation.
7. Students meet individually with a Coordinator of Field Education to discuss specific placement opportunities.
8. After student interviews are completed, the Coordinators of Field Education preliminarily match students to internships and forward the student applications to the agency.
9. Students are emailed via their FIU email the field placement match information, including contact information and next steps to schedule their interview at the agency.
10. Students are to immediately contact the potential Field Instructor indicated on the email to arrange an appointment for a pre-placement interview.
11. All students must complete a Confirmation of Placement form and turn it in to the Office of Field Education by the due date outlined in the placement process email.
12. Students complete all required agency orientations, background checks, drug testing, health record verifications/immunizations prior to entering field.
13. Grade checks are done at the end of the semester to verify students' eligibility to begin the field placement the following semester.