Tucson Field Student Frequently Asked Questions

1. **What are the course numbers for the field courses?**

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2. **What is IPT**
   
The Intern Placement Tracking (IPT) system is a web-based system to monitor and track field placements. Students will use IPT to find internship placements, complete forms, and communicate with field instructors, liaisons, and the field team. You will receive a login name and password and will need to update your profile page. You can use the IPT system to help filter placements that might be of interest to you.

3. **How many practice hours are required for the field placement?**
   
The BSW field placement requires 480 hours divided over two semesters (240 hours per semester).
   
The standard MSW field placement requires 960 hours, divided into two years of study, each year consisting of 480 hours or 240 hours per semester.
   
The Advance Standing MSW placement requires 480 hours; 1 year consisting of 480 hours or 240 hours per semester.
   
   Please note: A field student is expected to conduct their field practice hours at the same agency for the duration of the assigned field placement. (Standard MSW students will work at a total of two agencies, spending 480 hours at each agency.)

4. **Is there any training prior to starting my field placement?**
   
   Yes, all BSW and MSW foundation year students are required to complete the **Preparation for Practice Training**, which is a combination of online training and classroom training for new students starting out in field. Students earn 8 hours of field practice time for attending the Preparation for Practice Training.
5. **What does the Preparation for Practice cover?**
   The Preparation for Practice covers key field education policies, field instructor and field liaison roles and responsibilities, the field student’s responsibilities, supervision principles and requirements, safety, student learning contract, student performance evaluation, and professional development in a field setting.

6. **Is there a guide to help me organize my field placement?**
   Learning Contract: Students work with their assigned field instructor in preparing a “learning contract” that specifies learning objectives, learning activities, and evaluation criteria. Students are provided with training on how to prepare a learning contract during the Preparation for Practice Training. Additionally, students receive assistance from their assigned field liaison.

7. **What about holidays?**
   You obtain credit for holidays that are observed by both ASU and your field agency. You are, however, required to make up the time from any other holidays that are observed by your field agency that fall on your field days. Spring Break is not considered a holiday. If you are planning on missing field during Spring Break, you will need to coordinate with your field instructor to make up the hours.

8. **Are there any placements where a stipend is provided?**
   Stipends vary from year to year. A limited number of agencies offer training stipends. Please consult with the field office to learn more about these opportunities.

9. **Can I conduct my field practicum at my place of employment?**
   This type of request for a field placement is called a “work variance” and can be considered for one of your required field placements. Students must meet with the field team to discuss their plan.

10. **Do agencies have any specific requirements that must be completed prior to starting my placement?**
    A field agency may require fingerprinting, criminal/security clearance evaluations, random drug testing, health and immunization screenings, or TB testing, etc. Please check with your field instructor or the agency’s human resource department representative to learn about the agency’s policies. Often students are required to complete the requested screenings before the official start date for the placement.

11. **What are the procedures to make up missed field workdays?**
    All absences from field work must be made up. The plan to make up time should be developed with the field instructor.

12. **What do I do if I have a problem with my field placement?**
    First, you should speak with your field instructor. If the problem cannot be resolved, you should then contact your field liaison. The field liaison will advise you and/or contact your field instructor to discuss the problem. Students are encouraged to review the ASU Field Manual which contains the relevant field policies associated with managing field issues/problems.
13. Do I receive a grade for field?
   Field Education consists of two-semester course work that is graded on a “Pass/Fail” basis. The grade is
   assigned by the Coordinator of Field Education based on the recommendation of the field instructor.
   The grade is based on the “student performance evaluation” conducted by the field instructor and
   student at the end of each the semester. The student performance evaluation is reviewed by the field
   liaison to ensure that the evaluation was conducted in a fair and balanced manner and that it was
   comprehensive and relevant to the student’s learning contract.

   If the student is unable to complete their field placement in a timely fashion the student may request an
   “incomplete grade,” which needs to be approved by the field instructor and field liaison and submitted
   to the field coordinator for review and posting. Please note that an “incomplete” grade in field may
   impact your ability to continue with your courses in the following semester, so this should only be
   pursued in extenuating situations.

14. As a standard MSW field student preparing to enter my concentration field placement (either
ADP or PAC) will I be allowed to conduct my placement at the same agency as my foundation
year?
   No. First year foundation year placements are developed for “generalist” social work practice
   experience. You must do your second-year placement at a different agency.

15. Are there any evening or weekend placements available?
   Evening and/or weekend placements are challenging to establish given that many agencies are either
closed or do not have available supervision or opportunities for appropriate evening/weekend social
work learning activities.

   If you need a non-traditional-hours placement please speak with the field coordinator to begin
identifying and arranging the placement.

16. Can I conduct my field placement in the summer?
   Field placements are conducted during the academic year (fall/spring), however, under special
   circumstances a student may engage in a summer placement. Please consult with the field coordinator.

17. Am I covered by professional liability insurance?
   Arizona State University, by action of the Board of Regents, covers all students who are properly
   placed and supervised under its self-insurance program for purposes of professional liability.
   Professional liability insurance protects against claims arising from your acts, errors or omissions in
   rendering services of a professional nature.

   Students are not required to obtain their own professional liability coverage, but it is highly
   recommended for students to consider obtaining their own coverage such as coverage through the

   The university does not provide any coverage for a student’s automobile or any health/medical
   coverage if a student becomes ill or sustains an injury while performing field-related activities.
   Tucson students are eligible to apply for student health services at the University of Arizona.
18. Do I need to complete my field hours during the days and times that are listed in the Schedule of Classes?
Field Days are now routinely scheduled on Tuesdays and Thursdays for MSWs, and Mondays and Wednesdays for BSWs. Students may modify this schedule according to their other course schedules or at the request of their Field Instructor. Please consult with the Field Coordinator if you need further clarification.

19. Are there prerequisites or co-requisites for my field course?
Yes! On admission to the program you will meet with the Academic Advisor to work out your plan of study, which will include your field coursework. Always consult with the Academic Advisor when making any change to your plan of study or if you experience a delay in completing your field placement in the expected time period. Failure to meet the prerequisites or co-requisites may result in a delay in your graduation date.