



Students enrolled in the Online MSW at UWF actively participate in the field placement planning process. Students should identify three potential field placement agencies within their geographical area. To begin this process, the student should contact prospective field agencies to inquire about their interest in working with an MSW student. An agency must meet the criteria below in order to become a qualified field placement.

- ✓ Does the agency have a qualified supervisor (MSW degree from a CSWE accredited program with two years of post-degree practice experience) willing to provide a minimum of one hour per week of supervision?
- ✓ Can the agency accommodate the student's hours requirements (300 hours per semester, approximately 20 hours per week)?
- ✓ Will those hours provide opportunities for the student to engage in at least 50 percent in-person contact (ie. face-to-face, phone, telehealth platform, etc.)?

If the agency meets the above criteria and have confirmed an interest in working with the MSW student, please gather the following information:

- ❖ Agency name
- ❖ Contact person at the agency
- ❖ Contact person email and phone number

A field placement coordinator will follow-up with the prospective agencies to initiate the affiliation process, an agreement between the agency and the University. The affiliation agreement must be completed prior to the start date of the internship.

The field office will contact you the semester prior to anticipated field placement start date to provide further instructions.

Quick FAQs & Resources

MSW Foundation Placement *(Traditional MSW students only)*

- ❖ Completed in foundation/1st year of MSW program
- ❖ 300 hours in one semester (approximately 20 hours per week)
- ❖ Student must be available during regular business hours (Monday-Friday, 8:00am-5:00pm)

MSW Advanced Clinical Placement *(Traditional & Advanced Standing students)*

- ❖ Completed in final two semesters of study
- ❖ 600 hours in two consecutive semesters (approximately 20 hours per week)
- ❖ Student must be available during regular business hours (Monday-Friday, 8:00am-5:00pm)

Please access the [UWF Department of Social Work Field Manual](#) for additional information.