

# Springfield College Department of Graduate Social Work

## *2019 – 2020 Field Education Calendar*

The Springfield College Department of Graduate Social Work Field Education Calendar is provided for your convenience, as a guide for Field Supervisors, students, agency contacts, and Faculty Advisors. **Note that specific agency hours and requirements must be developed for each student's field experience at the discretion of the Field Supervisor and the placement agency.** For example, agencies may require students to be present for certain meetings or events. An expected schedule and calendar for the full field experience should be developed early in the field experience that **details hours for each week of the Fall and Spring Semesters.**

**Agencies, Field Supervisors, and students must also determine how much time during winter and spring breaks will be spent in the internship.** While many agencies feel strongly that students should continue to see clients during winter break, and sometimes during spring break, the MSW Program recommends a **minimum of a one week break between fall and spring semesters.**

### Minimum field placement requirements are:

For the first placement year:

- 15 hours per week (typically) for the 15 weeks of each semester
- 225 hours completed in both the fall and spring semesters for a total of 450 hours

For the second placement year and Advanced Standing students:

- 20 hours per week (typically) for the 15 weeks of each semester
- 300 hours completed in both the fall and spring semesters for a total of 600 hours

Placement hours should be spread equally over the duration of each of the semesters in order to allow students to experience the placement concurrent with the content of classes, versus early completion of hours or concentrated completion of hours.

### ***See Field Placement materials for additional information about field requirements.***

Students may begin field placement in the fall semester as early as the second Monday in August 2019 without special permission from the Office of Field Education. Beginning placement hours earlier than this date requires permission and students requesting this must provide a written proposal with a detailed plan, start date, weekly schedule, end date, and rationale for the earlier start date, such as special learning opportunities during the earlier time period requested.

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### Fall Semester 2019

Tuesday, September 3, 2019

Weekday classes:

- Sept. 3 & 4; Sept. 10 & 11; Sept. 17 & 18; Sept. 24 & 25; Oct. 1 & 2; Oct. 8 & 9; Oct. 15 & 16; Oct. 22 & 23; Oct. 29 & 30; Nov. 5 & 6; Nov. 12 & 13; Nov. 19 & 20; Nov. 26; Dec. 3 & 4; Dec. 11.
- *All placements should also begin the first full week of September unless student began mid-August or was authorized to begin hours earlier in the summer.*

Saturday, September 7, 2019

Weekend classes:

- September 7 & 8; September 21 & 22; October 5 & 6; October 19 & 20; November 2 & 3; November 16 & 17; December 7 & 8, 2019.

Monday, October 14, 2019

Columbus Day, no classes; College Offices closed (*internship hours can take place*).

Wednesday, November 27, 2019

Thanksgiving Break begins; College Offices closed (*internship hours can take place*).

Monday, December 2, 2019

College Offices re-open.

Tuesday, December 3, 2019

MSW Program classes resume.

Wednesday, December 11, 2019

Weekday classes end

- Field Supervisor's Evaluation of *student* is submitted electronically.
  - Student Workbook is submitted directly to the Faculty Advisor.
    - Time sheet for December does not need to be completed; student should maintain a record of hours for inclusion in workbook later.
    - If not previously submitted directly to the Faculty Advisor by the student, two Process Recordings for Fall semester should be submitted along with workbook.
- Students must make copies of all materials for their own records.

Friday, December 13, 2019

Faculty Advisors provide workbooks directly to students or to Office of Field Education for re-distribution for the Spring Semester.

Thursday, December 19, 2019

Internship hours should be completed for first semester. (If extension/incomplete is needed, the student should consult with their supervisor and contact Faculty Advisor).

# Springfield College Department of Graduate Social Work

## *2019 – 2020 Field Education Calendar*

Monday, January 6, 2020

**Final Date:** All Fall grades due to Registrar's Office by Faculty Advisors.  
Internship Grades are submitted by Faculty Advisors online.  
Workbooks should be returned to students for second semester during Winter Break by Faculty Advisor or Office of Field Education by this date or shortly thereafter.

### Winter Break

*Saturday, December 21, 2019 – Tuesday, January 14, 2020 (Internship hours can take place)  
(a minimum of a one-week break from internship for the student during this time is recommended)  
College Offices are closed Tuesday, December 24, 2019 and re-open on Thursday, January 2, 2020  
Monday, January 20, 2020 – Martin Luther King, Jr. Day – no classes, College Offices closed*

### Spring Semester 2020

Wednesday, January 22, 2020

Weekday classes:

- Jan. 22; Jan. 28 & 29; Feb. 4 & 5; Feb. 11 & 12; Feb. 18 & 19; Feb. 25 & 26; Mar. 3 & 4; Mar. 10 & 11; Mar. 24 & 25; March 31 & April 1; April 7 & 8; April 14 & 15; April 21 & 22; April 28 & 29; May 5.
- (Placements also typically resume the week of January 20<sup>th</sup> if they have not resumed earlier in January).

Saturday, January 25, 2020

Weekend classes:

- Jan. 25 & 26; Feb. 8 & 9; Feb. 22 & 23; March 7 & 8; March 21 & 22; April 4 & 5; April 18 & 19

### Spring Break

*Monday, March 16, 2020 – Friday, March 20, 2020 (internship hours can take place)  
College Offices open; no weekday classes*

Friday, April 24, 2020

Field Supervisors' Appreciation Event – Please join us!

Tuesday, May 5, 2020

Weekday Classes End

- Field Supervisor's Final Evaluation of student is submitted electronically.
- Student Workbook is submitted directly to the Faculty Advisor.
  - Time sheet for May does not need to be completed; student should maintain a record for inclusion into workbook later by the Office of Field Education. If hours extend into summer, student must consult with Field Supervisor and Faculty Advisor and maintain an accurate record of hours.
  - If not previously submitted directly to the Faculty Advisor by the student, two Process Recordings for spring semester should be submitted along with workbook.  
→ *Students must make copies of all materials for their own records.*

Friday, May 8, 2020

**Final Date:** Internship hours must be completed for graduating students. Internship hours should be completed for non-graduating students (if not, hours extend into the summer months) and Final Evaluations are completed near to the conclusion of the internship hours. If an extension is needed, students must consult with the Field Supervisor and contact their Faculty Advisor as soon as it is known that hours must be extended.

Tuesday, May 12, 2020

**Definite Final Date:** for graduating students: Grades are due to the Registrar's Office from faculty advisors, submitted online.

Internship grades for non-graduating students are also due to Registrar's Office from Faculty Advisors, submitted online. Workbooks are due back to the Office of Field Education by Faculty Advisors for compilation of final evaluations. See directions in the Fall semester for internships that must extend into the summer months.

Saturday, May 16, 2020

Graduate Commencement

Monday, May 18, 2020

**Final Date:** All Spring grades for non-graduating students due to Registrar's Office by Faculty Advisors.

Revised 8/26/2019