

I. PREPARING FOR PLACEMENT: TIMELINE, PROCESS AND INSTRUCTIONS

STEP 1—Have a conversation with your Field Liaison Advisor (FLA) to discuss your interests

- Field Faculty will gather information from your FLA's by December 4th. Information will be drawn from your FLA's overall experience with you (meetings, field visit, field evaluation, process recordings, resume, general communication, etc.)
- If you are in the health care certificate or SSW/SAC program, this will be taken into consideration during the placement process.

STEP 2—Update your resume

- Have your FLA and Field Instructor review your resume before submitting it to the Field Department.
- **Please be sure to include your Year I placement and your updated contact information, including your Simmons email address.**
- **You will submit your application and resume online. Link will be made available on November 6th and will be sent in an email from sswfieldeducation@simmons.edu**
- If you need additional assistance, please contact Career Services *now* or check out the [Resume Assistance page](#)

STEP 3—Learn About Potential Agencies

- Familiarize yourself with the types of agencies potentially available for Year II placements.
- A list of placements used within the last two years will be sent as a PDF.
- Utilizing agency websites as well as IPT (agencies update their own pages in IPT, so information may be limited/out of date) may assist you in learning more about potential agencies.
- Some agencies listed in IPT will be Independent Application Agencies. Please see step 4 for more information. Most agencies follow the standard placement process.
 - Some agencies listed will not be available next year; others may change their programs, mission or Field Instructors.
 - Please approach this list of agencies as examples, and review them to get a sense of the kinds of agencies that might best help you meet your learning goals. **We will inform you of known placement updates in emails entitled, “Year II Placement Updates”. Check your Simmons email daily to stay abreast of updates.**
- If you have an agency in mind that is not on our list, and you know they have an LICSW to supervise, please inform your Field Faculty member at your meeting to discuss the feasibility of this agency as a potential placement. **Please do not initiate contact yourself.**
- If you are interested in a worksite placement, please notify your Field Faculty member, as the process will look a little different and has different guidelines.
- FYI: Some agencies (i.e. hospitals) require students to pay for their own health verifications and background check

STEP 4: Review the list of Independent Application Agencies (IAA)—See attached list of previous IAA sites

- IAA agencies operate independently of Simmons and require direct application submission by you (rather than Simmons). Some applications are due as early as mid-December - early January and can be highly competitive. Often, an Independent Application Agency will require a cover letter, and letters of reference to accompany your resume.
- These agencies select interns from a pool of applicants from all of the local graduate schools.
- Please **talk with your Field Faculty member** prior to applying to any of these agencies to make sure this is appropriate for you.
- If you are interested in applying to an IAA, be sure to carefully follow the application instructions. For example, if a letter of reference is required, you will need to arrange for it immediately. You should be prepared to apply **during** the December break.
- If you are interested in outpatient counseling, please consider IAA and college counseling centers. Many of these sites are represented in these selections. *Changes in community practice models have rendered such placements scarcer.*

STEP 5: Determine which process you want to pursue for securing your Year II placement

- You can *either* apply through the independent application process OR pursue a standard placement process (like you did for the Year I process).
- There are pros and cons to each route depending upon your interests; again discuss with your Field Faculty member. For example, you can apply to as many IAA's as you would like, but with the standard process, your resume is sent to one agency at a time by your Field Faculty member.

STEP 6: Complete the Field Application and Upload Your Resume

- You will submit your application online using the link that will be emailed to you on November 6th.
- The application will ask you to share what types of settings, populations and social work skills you might be interested in developing. **If you are interested in a worksite placement, please note this on the application.**
- When filling out the application, you may provide four examples of placement settings that reflect the kinds of social work practice that you might want to develop. You may choose to leave the decision up to the placement team, or you may wait to postpone the identification of agency examples until after having met with a member of the Field Faculty.
- After you have submitted your application and uploaded your resume, you will schedule an individual meeting with a member of the Field Faculty. **Field Faculty members will be available by appointment from November 24th – December 17th.**

STEP 8: Prepare for Interviewing at an Agency

- Before interviewing, carefully read all available materials and make sure you are willing to accommodate any special circumstances requested by the agency. Some agencies will require that you begin your internship early or end later in the year (school placements are one example).
- **Students should expect to be in field on Mondays and Thursdays, and either Wednesday or Friday.** Many advanced year courses are offered on Tuesdays, and there are additional offerings on Fridays.
- Please note that we can never guarantee you will be able to take all your courses on one day, nor can we assure you that we can create a field placement that accommodates your work schedule.
- In preparation for interviews, be ready to talk about your experience and interests. Refer to the interview checklist sheet and tips on the [“Securing a Field Placement: Year II” section of our website](#). Tips for preparing your resume can be found [here](#).

After you receive the link on November 6th, please feel free to submit your materials as soon as they are ready. You do not need to wait until the November 23rd deadline to submit your Field Application.