

## **I. PREPARING FOR PLACEMENT:** **PROCESS AND INSTRUCTIONS**

### **STEP 1—Update your resume**

- Add your Year I field placement information to your resume
- Update your contact information and list your Simmons email address
- Utilize your Field Instructor (supervisor at your agency/placement) and/or Field Liaison Advisor (Simmons Faculty member who provides field advising) by asking them to review your resume for content, editing, etc.
- Resume Resources
  - [Example of Social Work Resume](#)
  - Contact [Career Education Center](#)
  - Review the [Resume Assistance page](#)

### **STEP 2—Learn About Potential Agencies**

- Review the Sample Year II Placement List that was emailed to you and look at the agency websites to get an idea of their mission and services provided.
  - As you review field placements, think about the social work skills you want to develop and what kinds of agencies, populations and experiences might support your professional growth. Keep in mind some agencies listed will be Independent Application Agencies. (See step 3 for more information on this process). Most agencies follow the traditional placement process.
  - Some agencies listed on the Sample Year II Placement List will not be available next academic year; others may change their programs, mission or ability to host a student due to Field Instructor changes.
  - Please approach this list of agencies as examples, and review them to get a sense of the types of agencies that might best help you meet your learning goals (i.e. the type of population you're interested in working with or skills you hope to develop).
  - 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.**
- Some agencies (i.e. hospitals) require students to complete CORI checks, drug screens, fingerprinting, or other onboarding requirements; you will be responsible for associated costs.

### **STEP 3 - Explore which placement process you want to pursue for securing your Year II placement**

- If you are interested in an employer-based placement, please review the guidelines outlined in the Field Application: [Employment-Based Application](#). You are still required to schedule a meeting with a Field Faculty member.

- You can *either* apply through the IAA (See Step 4) process OR pursue the traditional placement process (with the Simmons Field Department (like you did for your Year I placement). Regardless of the process, you will meet with a Field Faculty member and work with them throughout the placement process.
- There are pros and cons to each route depending upon your interests. For example, you can apply to as many IAAs as you would like, but with the traditional process, your resume is sent to one agency at a time by your Field Faculty member.
- If you apply through the IAA route and would like to switch to the “traditional path” you may do so by communicating with your Field Faculty. Ongoing communication, routine updates and collaboration are critical to the placement process.
- Consider talking with your Field Instructor and Field Liaison Advisor about your interests and experience to date as you reflect on which placement process you might pursue.

#### STEP 4 - Review the list of [Independent Application Agencies \(IAA\)](#)

- IAA agencies operate independently of Simmons and require direct application submission by you (rather than by Simmons Field Faculty). Some applications are due as early as mid-December or early January and can be highly competitive. Often, an IAA will require a cover letter and letters of reference to accompany your resume.
- IAA 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 an appropriate path 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 scarce.*

#### STEP 5: Complete the Field Application and Upload Your Resume

- Regardless of path, you will submit your field application utilizing Tevera. 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 an employment based 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 skills that you might want to develop. You may choose to leave the decision up to the placement team, or you may wait to discuss specific agencies with your Field Faculty member when you meet.
- After you have submitted your application and uploaded your resume, you will schedule an individual meeting with a member of the Field Faculty between 11/29/21 - 12/20/21.

- *Note:* you are not required to meet with the same Field Faculty Member you met with during the Year I placement process. However, students in the Health Care Certificate are encouraged to meet with Nancy Blumberg, if possible.

## STEP 6: Meet with Field Faculty via Zoom

- Plan to be in a private, quiet space for your meeting and come prepared to discuss your interests, placement ideas and logistical considerations (schedule, location, certificate requirements, etc.).
- While this is a collaborative process, some agency settings may not be eligible for you based on their own requirements or inability to take an intern. Please be mindful that finding a match is a process that can take time because of multiple factors.
- In discussion with your Field Faculty member, determine which placement process you will follow. If you choose the traditional route, similar to Year I, your Field Faculty will send your resume to **one site at a time in succession**. If you choose the IAA route, you will keep your Field Faculty updated about interviews, communications from sites, etc.
- If you are following the traditional path, the earliest your resume will be sent is the beginning of January. Each agency has their own timeline that guides our process. Your Field Faculty will notify you when your resume has been sent to an agency.

## STEP 7: Interviewing at an Agency

- Eventually, an agency will reach out to you to schedule an interview. Once this is scheduled, inform your Field Faculty of your interview date and time.
- In preparation for interviews, be ready to talk about your experience, class learning and professional 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](#).
- 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).
- Before accepting an offer, be sure to ask about schedule requirements so you are aware in advance of potential conflicts with classes and required field days at a particular site. **Additionally, inquire about onboarding requirements such as health screenings and background checks.**
- Generally you can expect to be in field on Monday, Thursday 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 in one day, nor can we assure you that we can create a field placement that accommodates your work schedule.**

Note: Throughout the process you will be asked to complete tasks in Tevera in order to capture placement information and be completely “matched” for the start of field in the Fall. You will receive instructions on how to do this in Tevera prior to the start of this process.