

Field Education FAQs

Year I Extended Student Placement Process

1. When and how will I learn more about the placement process for Year I Extended Students?

In mid-to-late March, extended students will receive an email detailing the steps for the Year I placement process. This email will come from the *sswfieldeducation@simmons.edu* email address, so be on the lookout!

2. What does the placement process entail?

The March email will provide you with a link to complete a brief *Generalist Year I Field Application* in the field placement online platform, Tevera. After completing the application, and uploading your resume, you will be directed to a page that will allow you to schedule a 30-minute placement meeting with a Field Faculty member in the Field Education Department. During this meeting you will discuss your learning goals, preferred populations and related logistics (geography, access to a vehicle, previous experience, enrollment in a certificate, etc.). After this meeting, your Field Faculty member will send your resume out to a potential agency, **one at a time, in succession**. If an agency is interested, you will be invited in for an interview. If the arrangement seems sound, the placement is finalized for the academic year. If the match seems unpromising, another agency is identified and the process begins again.

3. Why do we have to wait until March to begin this process?

The Year I placement sequence begins in Spring because Simmons Field Faculty **and** our internship partners are in the thick of the Year II placement cycle.

4. So, can I reach out to potential placement sites now?

Please do not reach out to agencies independently. The Field Education Department has established field partners who we know meet our educational requirements. These field partners rely on us to send student resumes out to minimize the volume of student inquiries.

5. What can I do now to be ready for the placement process?

The best way to be ready for the placement process is to ensure that your resume is updated and professional! For example, make sure your Simmons email and your address are up to date. Under Education: indicate that you are at Simmons University School of Social Work. You can add “MSW Candidate” and expected graduation date, then add other education information (Simmons should be listed first). Include any experience you have that is transferable to the field. Be sure to list experiences under each category in chronological order, with the most recent/present things first.

We strongly recommend you utilize the [The Career Education Center](#) resources on resume and cover letter writing. They also have resources on interviewing. You can meet with a member of the CEC to have your resume reviewed.

6. I'm considering a work site internship. Anything I should know?

If you are interested in an Employment-Based Field Placement, you are still expected to meet with a faculty member in the Field Education Department to discuss the requirements and approval process. You will need to fill out a separate Employment-Based Placement Application in collaboration with your agency (*that will be sent to you following your meeting with your Field Education Department faculty member*).

7. Are there particular days that I should plan to be in the Field?

Year I students are *typically* in Field Monday, Tuesday and Thursday.

8. Is there anywhere else I can get information about Field?

Additional information about Field Education can be found here:

[Securing a Field Placement](#)

[Field Education Resources](#) (including the Field Education Manual)

[Affiliating with Simmons - information for field agencies](#)