

**Simmons University School of Social Work  
On Ground Practicum Education  
Year I - Extended Students  
FAQs**

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

Extended students will be invited to attend a Practicum Information Session in mid-December to familiarize themselves with the expectations of the program. In January, extended students will receive an email detailing the steps for the Year I placement process. This email will come from the [sswogpracticum@simmons.edu](mailto:sswogpracticum@simmons.edu) email address, so be on the lookout!

**2. What does the placement process entail?**

The January email will provide students with instructions on how to initiate the practicum placement process. Using the practicum placement platform Tevera, students will complete a practicum intake form, upload an updated resume, and be directed to a page that will allow them to schedule a 30-minute placement meeting with a Practicum Faculty member in the Practicum Education Department (this will be the student's Faculty Placement Advisor). During this meeting students will discuss their learning goals, preferred populations, and related logistics (geography, access to a vehicle, previous experience, enrollment in a certificate, etc.). Students will then submit official applications through the Centralized Application Process for review. If an agency is interested, the student will be invited in for an interview. If the arrangement seems sound, the placement is finalized for the next academic year. If the match seems unpromising, the student will submit additional agency applications through the Centralized Application Process and the cycle begins again.

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

The Year I placement sequence begins in Spring because Simmons practicum faculty *and* our internship partners initiate the Year II placement cycle first. The end of January is the normal time for Year I placement students in the Boston area to begin their application process.

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

Please do not reach out to agencies independently. The Practicum Education Department has established practicum partners who we know meet our educational requirements. These practicum partners rely on us to screen and match students based on best fit.

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

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

We strongly recommend that students utilize the [The Career Education Center](#) resources on resume and cover letter writing. They also have resources on interviewing. Students can meet with a member of the CEC to have their resume, cover letter, and interview skills reviewed.

**6. I'm considering an employer-hosted internship. Anything I should know?**

If students are interested in an Employment-Based practicum placement, they are still expected to sign up on Tevera and schedule a meeting with a Faculty Placement Advisor to discuss the requirements and approval process. Students will need to fill out a separate Employment-Based Placement Application in collaboration with their agency found on the [Practicum Education website](#). (*practicum Education Department faculty member*).

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

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

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

Additional information about practicum education can be found here:

[Securing a Practicum Placement](#)

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

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