

University of Memphis School of Social Work

Field Education Quick Reference Guide

Academic Year 2025-2026 (Fall '25 thru Summer '26)

Who to Contact:

- Undergraduate (BA) students: Prof. Danielle Seemann dswatson@memphis.edu
- 1st year MSW students: Prof. Cherry Malone ccmalone@memphis.edu
- 2nd year MSW/Advanced Standing students: Prof. Maggie Landry malandry@memphis.edu

Academic Calendar/Semester Dates:

- **Fall 2025 semester begins 8/25/2025.** Closings: Labor Day (9/1); Fall Break (10/11-10/14); Thanksgiving Break (11/26-11/30). Last Day of Classes: 12/3. Exams end 12/11. Faculty need to submit grades by 12/15.
- **Spring 2026 semester begins 1/20/2026.** Closings: Spring Break (3/9-3/15). Last day of classes: 4/29. Exams end 5/7. Faculty need to submit grades by 5/11.
- **Summer 2026 semester dates TBD.**

BA Students need 400 hours.

Required hours per course:

- SWRK 4830 – 3 credit hours
 - Minimum 2 days per week
 - 150 hours in the agency
- SWRK 4840 – 2 credit hours
- SWRK 4831 – 4 credit hours
 - Minimum 3 days per week
 - 250 hours in the agency
- SWRK 4841 – 2 credit hours

Depending on the student's situation, this can break down into:

- Fall Block 28 hrs/wk (15 wks)
- Fall/Spring – 13 hrs/wk (30 wks)
- Spring Block – 28 hrs/wk (15 wks)
- Spring/Summer – 16 hrs/wk (25 wks)
- Summer/Fall – 16 hrs/wk (25 wks)

1st year MSW students need 400 hours.

- Fall semester: 160 hours (14-16 hrs/wk)
- Spring semester: 240 hours (16-18 hrs/wk)

1st year MSW – *full time* students:

- Have seminar class monthly throughout the semester (MUST complete SWRK 7001 course before starting field)
- Will start field mid-September (*tentative*)
- In class one Tuesday a month (1:30pm-4:30pm), and they will get field hours for class

1st year MSW – *extended study* students:

- Extended Study students have completed SWRK 7001 and will start field in August
- In class online

2nd year MSW students (incl. Advanced Standing) need 500 hours.

- Fall semester: 250 hours (18-20 hrs/wk)
- Spring semester: 250 hours (18-20 hrs/wk)

2nd year MSW students:

- 2nd year students can start field in August at the start of the semester, as long as there is a current clinical affiliation with their internship agency, and the student has met all requirements before starting their internship (see below). This also includes students using their employment as their internship.
 - Onboarding and training may occur prior to the start of the semester, and those hours can count toward overall internship hours.
- In class one or two Thursdays of the month (1:30-4:30pm) or online. Students in the in-person section of seminar class may log class hours on their internship time logs.

General Information for Field

Requirements for all students before starting field:

- [NASW membership](#) (\$60/year). Proof of membership needs to be sent to the appropriate field director.
- Student Liability insurance (\$15-40/year). Must have the \$1,000,000/\$5,000,000 policy through [CPH Insurance](#) or [Preferra Insurance](#). Proof of insurance needs to be sent to the appropriate field director.
- The School of Social Work does NOT require background checks for our students. If your agency requires a background check be done prior to the student starting their internship, please let the field director and the student know upon interview/acceptance.

Volunteer Hours:

Students are also allowed to accrue **25 hours** per semester towards field in on-line modules/ CEU's/ Professional development opportunities, social service volunteer projects. These opportunities are not required to complete internship hours. They are just there as a "safety net" for students who may need them for whatever reason.

University Initiated Events:

Students will have activities that are offered and required during their educational programming. The expectation is the student will attend these activities **in lieu of attending field** for that day/event. Some examples include: Social Work Day on Hill; Field Seminar Classes (throughout the year); Agency Day; Professional conference/research with U of M; Research Poster Presentations; Symposium; Grant-related trainings.

Documentation:

- All documents related to field (learning plan, time logs, evaluations, etc.) can be found in [Tevera](#).
- Field Manuals and other policy-related documents can be found on the [Student Field](#) or [Community Field](#) websites.
- Students will keep up with weekly time reports that reflect their activities and the competencies that are linked to those activities.
- Field instructors should sign the time reports weekly.
- Liaison meetings at least once per semester, with accompanying forms. Problem in Field meetings as needed with the liaison and/or field director.

COVID-19 and Field Placement Internships:

If the agency requires proof of COVID vaccination, please make sure to notify the student upon interview. The University of Memphis is not requiring students to be vaccinated—it is solely a voluntary choice. Students should understand that their internship placement options may be limited if they choose not to be vaccinated.

Other Important Websites:

- [Student Resources for Field](#)
- [Field Instructor/Agency Resources for Field](#)
- [Tevera Login](#)

Agency Clinical Affiliations and New Field Instructors:

Please follow the steps on the [Community Field Resources page](#) for completing a new clinical affiliation agreement (CAA) between your agency and the University of Memphis, becoming a new field instructor, and/or receiving field instructor training.