

University of Memphis School of Social Work
Field Education Quick Reference Guide
Academic Year 2026-2027 (Fall '26 thru Summer '27)

Who to Contact:

- Undergraduate (BASW) students report to Danielle Seemann dswatson@memphis.edu
- 1st year MSW students report to Cherry Malone ccmalone@memphis.edu
- 2nd year/Advanced Standing MSW students report to Maggie Landry* malandry@memphis.edu
 - *Prof. Landry will be on PDA from July 1, 2026-January 1, 2027. During this time:
 - Advanced Standing MSW students, report to Prof. Seemann
 - Non-Advanced Standing 2nd year MSW students, report to Prof. Malone

Academic Calendar/Semester Dates:

- **Fall 2026 semester begins 8/24/2026.** Closings: Labor Day (9/7); Fall Break (10/10-10/13); Thanksgiving Break (11/25-11/29). Last Day of Classes: 12/2. Exams end 12/10. Faculty need to submit grades by 12/14.
- **Spring 2027 semester begins 1/19/2027.** Closings: Spring Break (3/8-3/14). Last day of classes: 4/28. Exams end 5/6. Faculty need to submit grades by 5/10.
- **Summer 2027 semester dates TBD.** Usual closings include Juneteenth and Independence Day.

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 once per month (1:30pm-4:30pm), and they will get field hours

for class. Online students do not count seminar hours on internship logs.

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)
- 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 online.

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.
- **Liability insurance** (\$15-25/year). Must have the student policy with at least \$1,000,000 per claim/\$5,000,000 aggregate coverage. Options include but are not limited to [Preferra](#) or [CPH 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. Background checks are available through the UofM *at the expense of the student*. Please inquire with your field director for more information.

Students Using Employment as Field:

Students currently employed in a social service agency/institution or human service organization may complete their field practicum in their current job only if specific conditions are met. Approval of requests by the respective field director is required before the start of the practicum. See the Field Handbook or inquire with your respective field director for more information.

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 Fair Day; Professional conference/research with U of M; Research Poster Presentations; Symposium; Grant-related trainings.

Experiential Learning Cloud (ELC, formerly Tevera):

- Login: <https://memphis.tevera.app/#/logon>
 - If you do not have a University of Memphis-affiliated ELC account, please reach out to your field director for access. **DO NOT try to create your own account.**

Documentation:

- Field Manuals and other policy-related documents can be found on the [Student Field](#) or [Community Field](#) websites. Full field manuals are typically released in August or September for that academic year. Field Instructor Training is recorded and released on the Community Field website typically after the live event each July.
- All documents related to field (learning plan, time logs, evaluations, etc.) can be found in [Experiential Learning Cloud](#) (ELC, formerly Tevera).
 - 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 time reports weekly
- Liaison meetings at least once per semester, with accompanying forms in ELC

Immunizations and Background Checks:

It is the agency's responsibility to inform students whether specific immunizations and/or background checks are required for internship. Agency representatives, please inform students upon interview. Students, please be sure to ask about this during interview if the agency does not include this information.

Background checks are available through the UofM College of Education, however, students must pay for this on their own. *Please inquire with your respective field director for how to go about doing this.*