

Field Education Protocol for Students Outside of the Memphis, TN and Jackson, TN Area

STUDENT RESPONSIBILITIES:

1. Student must meet with their respective field director as soon as possible upon official acceptance to discuss field placement and steps to finding an internship spot in your respective area. This may include completing a Field Application and a phone call or Zoom meeting with their field director. **STUDENTS ARE NOT ALLOWED TO CONTACT AGENCIES BEFORE THEY MEET WITH THEIR FIELD DIRECTOR.**
2. Student should have a list of social service agencies in their local area that are of interest and submit those to the Field Director at least one semester before the student starts their field placement experience. Advanced Standing students must submit this immediately upon acceptance, even if they are part-time.
 - Field director will notify the student if there are any current clinical affiliations with agencies in the student's area. If those are of interest to the student, then the FIELD DIRECTOR will contact that agency and send a coordination email with contact information for setting up an interview.
3. Students will request interview(s) with that/those agencies **AFTER MEETING WITH THEIR FIELD DIRECTOR.**
 - See template email on page 3 of this document.
4. After interview, student will notify their field director of acceptance with an agency, AND send contact information for:
 - Prospective field instructor (person who signs off on time logs, evaluations, and supervises them at the agency).
 - BA students: Field instructors need a BSW degree with 5+ years' experience (or an MSW with 2+ years' experience).
 - MSW students: Field instructors need an MSW with 2+ years' experience.
 - Legal department/HR representative for the agency (to send the legal paperwork to).
5. If student interviewed with multiple agencies prior to being accepted (or were accepted to multiple agencies after interviewing), student is responsible for notifying each of those agencies AND their field director. This can look like (but does not have to be identical to):
 - "Yes, I accept your offer for internship with _____. Please let me know what needs to be done for onboarding and/or training prior to the start of the semester. If the agency does not have a current clinical affiliation agreement with the University of Memphis, my field director will be in communication with you soon."
 - "Thank you for offering to host me as an intern with _____. However, I have accepted another offer with a different agency. I appreciate your time, and hope to keep in touch."

FIELD DIRECTOR RESPONSIBILITIES:

1. If there are active clinical affiliations with agencies in the student's area, field director will send coordination email for student to set up an interview. If there are no active clinical affiliations, or student is not interested in the agency/agencies the University has affiliations with, student will proceed to "Student Responsibilities, Step 3" (above).

2. After student has been accepted at an agency, if the University of Memphis does not have a current clinical affiliation agreement with the agency, field director will contact that agency per the contact information sent by the student.
3. Agency contact(s) must participate in a Potential Agency Meeting with the field director (or Field Team) to begin the vetting process.
4. Agency contact will fill out the Qualtrics form in order to get a clinical affiliation started. Once the form is complete, field director will have admin create a blank CAA to send to agency.
5. Field Director will send Agency contact in legal/HR the Clinical Affiliation Agreement (formerly known as Memorandum of Understanding).
 - a. Clinical Affiliation Agreement must be signed by appropriate Agency parties and returned promptly for completion by the UofM Procurement Office.
 - b. Once Clinical Affiliation Agreement is approved by the UofM Procurement Office, Field Director will set up an account in Tevera for the Agency.
6. Field Director will send potential field instructor(s) forms to fill out as well.
 - a. Field instructor must complete and return the forms promptly in order for the Field Director to set up an account in Tevera tied to the Agency.

*If the student is currently employed by a social service agency, student is strongly encouraged to fill out an Employment as Field request form and notify their Field Director. Employer still must go through the vetting process if they are not currently in the Tevera database. Employment can only be used for one internship (MSW students are required to have two separate internships over the course of their degree, with the exception of Advanced Standing students).

Field Directors:

- Undergraduate Field Director: Prof. Danielle Seemann dswatson@memphis.edu
- MSW Field Director (1st year MSW students): Prof. Cherry Malone ccmalone@memphis.edu
- Asst. MSW Field Director (2nd year/Adv. Stg. MSW students): Prof. Maggie Landry malandry@memphis.edu

Template for Contacting Potential Internship Agencies Outside of the Memphis Area

Students should note that if the initial agency they contacted is not accepting interns, you can respond to their email stating that fact with an inquiry as to whether that person has any other leads on agencies in the area serving similar populations that may in fact be accepting interns.

Highlighted items will be tailored to the student and agency being contacted.

Hello,

My name is Sally Sample, and I am a 2nd year MSW student at the University of Memphis' School of Social Work.

I am seeking an internship with Example Counseling Agency for the Fall 2023-Spring 2024 academic year, and was wondering if you had internship spots available.

I'm interested in completing my internship with Example Counseling Agency because _____ . [this is your "elevator speech"—state why you chose to reach out. Does this agency work with a population that interests you? Does it align with your post-graduation career goals? Do you have personal experience with the population served? Give at least 3-5 sentences so the person reading your email will understand the context behind why you're reaching out to that particular agency.]

I am attaching my resume for your review. I am available and ready for interview at your convenience, and I look forward to hearing back.

Thank you for your time,

Sally Sample

Sally.sample@memphis.edu

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