

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

1. Student must disclose their location to the Field Director(s) in their program upon official acceptance.
2. Student must have a list of social service agencies in their local area, and submit the following 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. Items needed include:
 - a. Website link.
 - b. Number of social workers on staff who can be their field instructor on site, and their contact information.
 - i. BA students: Field instructors need a BSW degree with 5+ years' experience (or an MSW with 2+ years' experience).
 - ii. MSW students: Field instructors need an MSW with 2+ years' experience.
 - c. Contact information for the legal department and/or human resources department for the agency.
3. Agency contact(s) must participate in a Potential Agency Meeting with the UofM Social Work Field Team.
4. 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 IPT for the Agency.
5. 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 IPT 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 form and notify their Field Director. Employer still must go through steps 3-5 if they are not currently in the IPT 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. Kenya Anderson kconley@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