

MEMORANDUM

DATE: January 23, 2025
TO: Undergraduate Social Work Majors
FROM: Chayeng (Yeng) Xiong, MSW, Assistant Field Coordinator
SUBJECT: Field Placement Process (SWRK 181-I) – Fall 2025

Field instruction (6 units, CR/NC) must be taken each semester of your senior year. In the fall semester, SWRK 181-I is taken concurrently with SWRK 180 (Macro Practice) and in the spring semester, SWRK 182-I is taken concurrently with SWRK 183 (Micro Practice). Students participate in field a minimum of 15 hours per week, no fewer than 5 hours per day, for both semesters (225 hours per semester is required for 6 units of credit).

Eligibility: To be eligible for field, students must have completed all of the following prerequisites by the beginning of the Fall 2025 semester:

- A. All lower division general education courses (Foundation and Breadth)
- B. Upper Division Writing skills course (minimum of C or CR) or pass UDWS exam
- C. A cumulative GPA of 2.0 or higher
- D. 90 Units (senior standing)
- E. Completion of SWRK 20, 123, 135, 136, 160, 161, and 170 with a grade of “C” or better.

NOTE: Work for an incomplete in any of the courses listed in items “A,” “B” and “E” must be submitted by the 10th day of instruction in the Fall 2025 semester, or the student will be withdrawn from field/practice courses.

Process: In order to enroll in SWRK 181-I, field instructed practice, in the fall semester, you must complete the following steps:

1. Schedule a meeting with your Academic (Social Work) advisor

Meet with your academic advisor as soon as possible to complete and sign the Review of Academic Eligibility for SWRK 181-I advising form. Printed or electronic signature is accepted.

2. Submit your paperwork

If you meet all of the requirements to proceed with the field placement process, then submit your completed field packet through adobe sign. Academic Eligibility forms can be submitted through [Google Forms \(https://forms.gle/NaDKPD3haEVGhoNe8\)](https://forms.gle/NaDKPD3haEVGhoNe8) or to the Social Work Office by **Friday, February 7.**

Students will not be given an appointment unless the following forms are submitted:

- a. Signed SWRK 181 Application (Application must be typed), conflict of interest form, field practicum student agreement <https://chhs.fresnostate.edu/social-work/policies-forms/index.html>
- b. *Review of Academic Eligibility for SWRK 181* form **signed by your advisor and yourself.**
- c. If your advisor directs you to file a petition for an exception, attach it as well. **ONLY IF NEEDED**

3. Schedule a Field Interview starting February 3 – February 28

Once your field application is approved, you will be contacted to schedule an interview. Students who fail to meet this deadline may be scheduled during the second round of interviews and will have a limited number

of available options for placement. Students are encouraged to keep a saved copy of the above documents for their file. (All forms are located on the [DSWE website](#) -To under Students-Field Instruction)

4. Completion of the three required workshops

You were required to complete workshops prior to **December 2024**.

If you did not complete the workshops, you must complete the following by Friday, March 28, 2025.

- a. Preparing For Student Succeeding In Your Interview
- b. The Art of Stress Management
- c. Self-Care for Academic Excellence

For additional information regarding:

Preparing For Student Succeeding In Your Interview *workshop*, please visit the Career Development Center website (www.fresnostate.edu/careers) or contact CHHS representative Nora Diaz at norad@csufresno.edu or by phone 559-278-2381.

The Art of Stress Management and Self-Care for Academic Excellence *workshops*, visit the Learning Center webpage <https://studentaffairs.fresnostate.edu/lrc/workshops/live-workshops.html>

*****Make sure to sign in for each workshop in order for the department to verify your attendance.*****

5. Letters of Introduction

On **Tuesday, April 2** students should receive their "**Letters of Introduction**" for the two agencies by email which have been selected for your interviews. Students will not receive their Letters of Introduction unless they have completed the three required workshops.

6. Scheduling your agency interviews

Email the contact person listed on the letters immediately to schedule an interview with each agency. Students should follow up with an email if you have not heard from the agency within 48 hours. Students are expected to complete interviews by **Friday, April 25**.

7. Field Placement Preference Form

Return the *Field Placement Preference Form* once you have completed both interviews. All Field Placement Preference Forms must be submitted via [Google Forms](#) by **Monday, April 28**. We will not be able to consider your preferences in making the field placement assignments without this information.

8. Field placement assignment letter

Students will receive a field placement assignment letter from the Field Coordinators Office by **the end of May via email**. Students are expected to contact their agency immediately to identify next steps they must take to begin their internship (e.g., background check/clearance, health documentation, trainings) Students will need to arrange to complete these steps and receive satisfactory results **by Monday June 30**.

Please note: Field placements are located throughout the Central Valley in Fresno, Kings, Tulare, Madera and Merced counties. There is no guarantee that your field placement assignment will be in Fresno.