Requirements for completion of BSSW Senior Spring Field:

**BSSW Students in their final semester of field must have:**

- Ratings of 3 or above on all competency Practice Behaviors on the spring end of semester evaluation;
- Complete evidence documented on the Learning Plan for each assignment; and
- Completion of a minimum total of 400 field hours for BSSW field documented on all time sheets combined in IPT.

**BSSW Steps for Completion of Spring Field:**

1. Students should enter evidence on their learning plans for all completed field activities.

2. Students are to enter all hours completed for spring on their time sheets and to ask their field instructors to enter supervision times.

3. If students are providing direct services to clients, they should discuss with their Field Instructors a plan for remote communication and termination with clients, if possible. If students are engaged in ongoing agency projects, they should communicate with the Field Instructor about how to finalize the work or complete the project remotely.

4. Students should contact their field instructors to discuss the plan for completion of all remaining assignments. This includes any assignments for which the student received a rating of NI, 1, or 2 on the mid-term evaluation.

5. Students should discuss with their field instructors how any assignments requiring direct services to clients may be adapted for remote completion.

6. Students should complete and submit to their Field Coordinators by March 27 the Field Plan for Remote Learning Activities detailing which competencies are to be addressed and how.

7. If any field instructors are unable to provide oversight of student completion, students should contact their Field Coordinator to request that they work with students to develop a plan for completion.

8. After students have completed all assignments and hours and entered evidence for every practice behavior, they should contact their Field Instructors to request that they complete the end of semester evaluation. Please remember that you are expected to earn a rating of 3 or above for each practice behavior. The regular formula for grading will apply.

9. Students should email their Field Liaisons and copy their Field Coordinators when the End of Semester Evaluation and Time Sheets have been completed to request that Liaisons review and sign the forms.