Requirements for completion of MSSW Concentration Spring Field:

MSSW Concentration Students in their final semester of field must have:

- Ratings of 3 or above on all Competency Practice Behaviors on the end of semester evaluation;
- Adequate evidence documented on the Learning Plan for each assignment; and
- For Advanced Standing only: Completion of a minimum total of 500 field hours for concentration year. All hours must be documented on the time sheet in IPT.
- For Full Time/Extended Study only: Completion of a minimum total of 550 field hours for concentration year. All hours must be documented on the time sheet in IPT.

MSSW 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.

   If students have completed required hours, received a rating of 3 or 4 for all practice behaviors for the mid-term, and processed termination with the Field Instructor, they should skip to #8. These students are not required to submit the Field Plan for Remote Learning Activities.

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 Coordinators 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.
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.