



# Field Placement Process

As a critical part of the MSW@Denver curriculum, field internships allow you to put concepts and theories into practice —gaining valuable experience working with clients in professional setting in or near your community.

## Ongoing Contacts:

- Student Success Advisor
- GSSW Field Education Team
- Professional Advising Team

## Prior to Placement Contact:

- Placement Specialist

## Once Placement Starts Contact:

- Field Liaison

~120 Days Prior

Placement Specialist reaches out to student to schedule a Welcome Call. Confirm location, understand student's schedule and needs, etc.

~90 Days Prior

\*Placement Specialist will check-in with student to provide an update on placement search.

~45 Days Prior

\*Placement Specialist will check-in with student to provide an update on placement search.

~15 Days Prior

\*Placement Specialist will check-in with student to provide an update on placement search.

\*Additional outreach is incorporated as needed with Placement specialist and the student

## \*Placement Process

Placement Search Begins, Outreach is Conducted

Site Identified (Available to host, Qualified Supervisor)

Faculty Review & Approval

Successful Interview Between Site & Student

Signed Affiliation Agreement

Confirmed Internship

\*Placement timeline can vary depending on a student's location and needs. Once a qualified site expresses interest and confirms their availability to host, Placement Specialist will collect pertinent information via an Agency Qualification Form (AQF). The Placement Specialist will then prepare this placement for Faculty Review. All sites are subject to faculty approval.