

Dear Agency Representative,

Thank you for your interest in your agency being considered as a field site for Xavier University's BSW students. As the Director for Field Education, one of my primary responsibilities is assisting students in the process of securing their field placement sites. A major task in achieving that goal is identifying agencies and programs as well as field instructors that would be willing to serve as a placement site.

Let me provide you with a brief description of our placement process here at Xavier. In the fall of the junior year, students will begin to familiarize themselves with the website, field manual, process etc. they will complete the application and submit all required paperwork to the Field Director. Once their application has been approved they will begin the selection process. This process includes but is not limited to attending the agency and senior panel, identifying 3 places they want to interview, going on interviews, and attending an individual selection meeting with the Field Director. Once they have selected their number 1 site, they will contact that site to see if that site has selected them, if so they will move on to the confirmation process, if not they will move on to their 2<sup>nd</sup> choice.

In terms of the placement process there are several critical tasks and experiences that help the student in making their decision: 1) identifying where the seniors are currently placed, 2) identifying past placement sites, 3) **receiving a list of current opportunities**, 4) shadowing students/social workers at agencies, 5) attending the **Agency/Senior Panel**, and 6) interviewing. By the end of the semester, **around the end of April**, all students will be confirmed in a placement site for the next school year. We have found that our placement process is helpful to both students and Agencies/Field Instructors in that students have had a focused search resulting in a good match and Agencies/Field Instructors know in advance that they will have a student and can plan accordingly.

If you are interested in being considered as a site please complete the application and e-mail, or fax to the Field Director, also let me know if you are willing to attend the agency panel-see date on Calendar page and contact Field Director.

I am proud to be the Director of Xavier University's Social Work Field Education program and enjoy working with the students, agencies and field instructors and I hope the same for those of you returning in the role of Field instructor and for new field instructors.

Sincerely,  
Shelagh Larkin, MSW/LISW  
Xavier University Social Work Department  
Director for Field Education