

BOSTON UNIVERSITY SCHOOL OF SOCIAL WORK
Field Education Department

GUIDELINES FOR FIELD PLACEMENT AGENCY INTERVIEW
Foundation Year Placement

1. When you call the agency contact person to set up an interview, please be sure to give them your full name and phone number, tell them that you are a BUSSW student, and ask to set up an interview appointment. Remember that the agency assignment is only tentative at this point. The final decision to confirm the placement or to seek another assignment will be made after the interview takes place.
2. **Bring a current resume to the interview.**
3. Dress in a professional manner – i.e., not too formal, but not too informal either. Blue jeans, overalls, and athletic wear are not appropriate dress. If you have specific questions about dress, please discuss these with your faculty advisor or a member of the Field Education Department staff.
4. During the interview, you will want to clarify the following:
 - your learning goal priorities.
 - the assignment opportunities available (i.e., nature of tasks, clients, projects; intervention techniques to be learned; anticipated number of individuals, families, groups, macro projects;)
 - who will provide supervision, i.e., name and qualifications of primary field instructor; secondary field instructor, if any; format of supervision, e.g., how many hours of individual, group.
 - other training opportunities available in the setting.
 - if you are not meeting with the primary field instructor at this interview, when will you have a chance to meet that person?
 - expected or required starting and ending dates of the placement; BUSSW start and end dates are September 14, 2009 to May 7, 2010.
 - required placement days other than the standard Thursdays and Fridays; required evening or weekend hours.

- is use of your car required for placement assignment; if so, how will you be reimbursed for mileage?
 - number and discipline of other students expected to be placed at the agency.
 - is the interview process competitive, and if so, what is the time frame for final decisions?
 - what are the next steps, i.e., further interviews, who will notify whom about the final decision, what is the time frame for receiving this information?
 - CORI check, other screening procedures and special agency requirements.
5. If you are offered the placement at the time of the interview, and you want to accept, please do so and then notify the Field Education Department that the placement has been confirmed.