

MSW FIELD EDUCATION POLICY

Holiday Break between Semesters

7/03

The break between the fall and spring semesters may pose a challenge to agencies in terms of making arrangements for coverage during student absence and for continuity of care. Therefore, the student should address the break early on, preferably during the interview process, certainly no later than the development of the Teaching-Learning Contract.

1. Each student is entitled to the full holiday break.
2. If an agency requires a student to maintain any client service during the break, the student must be informed of and agree to this.
3. Each student is required to take off the last week in December and the first week in January.
4. Students may acquire no more than sixteen (16) field hours during the holiday break between semesters.
5. The 16 hours will count toward the spring semester of field.
6. Field Education Departmental coverage (faculty liaison, Field Education staff) must be available and established with the Field Coordinator prior to writing the Teaching-Learning Contract.
7. The field instructor must be available during the time the student continues in the agency over the holiday break.
8. The arrangement of field hours in the agency and for Field Education Departmental coverage over the holiday break must be specified in the Teaching-Learning Contract and approved by the faculty liaison, field instructor and student.