

MEMORANDUM

DATE: November 2025

TO: Undergraduate Social Work Majors

FROM: Chayeng (Yeng) Xiong, MSW, Assistant Field Coordinator

SUBJECT: Field Placement Process (SWRK 181-I) – Fall 2026

Field instruction (6 units, CR/NC) must be taken each semester of your senior year. In the fall semester, SWRK 181-I is taken concurrently with SWRK 180 (Macro Practice) and in the spring semester, SWRK 182-I is taken concurrently with SWRK 183 (Micro Practice). Students participate in field a minimum of 15 hours per week, no fewer than 5 hours per day, for both semesters (225 hours per semester is required for 6 units of credit).

Eligibility: To be eligible for field, students must have completed all the following prerequisites by the beginning of the Fall 2026 semester:

- A. All lower division general education courses (Foundation and Breadth and Ethnic Studies)
- B. Upper Division Writing skills course (minimum of C or CR) or pass UDWS exam
- C. A cumulative GPA of 2.0 or higher
- D. 90 Units (senior standing)
- E. Completion of SWRK 20, 123, 135, 136, 160, 161, and 170 with a grade of “C” or better.

NOTE: Work for an incomplete in any of the courses listed in items “A,” “B” and “E” must be submitted by the 10th day of instruction in the Fall 2026 semester, or the student will be withdrawn from field/practice courses.

Process: To enroll in SWRK 181-I, field instructed practice, fall semester, you **MUST** complete the following steps:

1. Completion of the 3 workshops. You are required to complete workshops prior to **December 31, 2025**. **Make sure to sign in for each workshop in order for the SWRK office to verify your attendance.**

a. Preparing For Student Succeeding In Your Interview

Career Development Center-www.fresnostate.edu/careers contact Nora Diaz- norad@csufresno.edu for question on this workshop

☐ In Person Workshop-Tuesday, October 14, 2025, from 12:00 to 12:50 in the Library, Rm 3212

☐ Online alternative for students, which can be completed in person
<https://forms.gle/zDZF5DK6TMXuEqdn6>

b. The Art of Stress Management- Online Workshop For Social Work Students Only

<https://studentaffairs.fresnostate.edu/lrc/workshops/prerecorded-videos.html>

c. Prioritize Yourself with Self-Care Strategies- Online Workshop For Social Work Students Only

<https://studentaffairs.fresnostate.edu/lrc/workshops/prerecorded-videos.html>

2. Submit Your Application in December 2025

- ☐ a. SWRK 181 Application (Application must be typed) and all pages filled out; conflict of interest form, field practicum student agreement use this link only to submit the forms. Please do not email them or drop them off in person <https://chhs.fresnostate.edu/social-work/policies-forms/index.html>
- ☐ b. Make sure to sign and date the forms

3. If you receive an email from Advising & Career Development Center (ACDC) for field eligibility, you **MUST** schedule to meet with an ACDC Counselor advising before you can schedule your Field Interview

- ☐ a. Review of Academic Eligibility for SWRK 181 form signed by your ACDC counselor and yourself
- ☐ b. If your counselor directs you to file a petition for an exception *ONLY IF NEEDED*, please make sure the counselor and you have signed the form
- ☐ c. Keep a save a copy of all documents for your file
- ☐ d. Eligibility & Petition Forms will be sent to the Social Work Office by ACDC

4. Field Interview with Social Work BA Coordinator starting January 2026 – February 2026

The Social Work Office will contact you if you are unable to schedule your interview. Please refrain from emailing/calling to check if we have received your paperwork as this slows up the process

- ☐ a. After the application is received, an email will be sent to you with a link, to schedule your interview with the BA Field Coordinator
- ☐ b. Student will be emailed their agency interview information by the end of May 2026

5. Interview with Agency- Approximately in April 2026

- a. An agency letter, the first 2 pages of your application, and an accept/deny form will be sent to the agency prior to your interview
- b. A “Letter of Introduction”, the first 2 pages of your application, and an accept/deny form will be sent to each student. Please bring these with you to the interview in case the agency doesn’t have them on hand
- c. Contact the agency **Immediately** to schedule your interview. Allow 4-5 days for a response. Follow up with a 2nd email if you have not heard from the agency within a week. Contact the SWRK office if you are not hearing back from the agency within 2 days after the 2nd follow up email. Complete the interview by **April 24, 2026**

6. Field Placement Assignment Letter

- a. Students will receive a field assignment letter from the Social Work Office by the end of May via email
- b. Students-contact their agency **Immediately** for the next steps-complete over summer before internship begins. (e.g., background check, fingerprints, health documentation, training). These items do not count towards field hours, and needs to be completed with satisfactory results **before Monday June 29, 2026**

Note: Field placements are located throughout the Central Valley (Fresno, Kings, Tulare, Madera and Merced counties). We do not guarantee field placement will be in Fresno.