1. **Whom do I talk to about setting up my field placement?**

   Rachelle Kammer, PhD is the Field Coordinator for the BASW program and will meet with you to begin the process of setting up your field placement. She will contact you and meet with you during the spring semester of the year that you will be starting your internship. All internships begin in the fall of that year. She can be reached by email at kammer@fordham.edu, or by phone in her office at 212-636-6660, and on her cell phone number is 646-732-9674. She will set up field placements for both Lincoln Center and Westchester students.

2. **What kinds of internships are available?**

   Our BASW students work in a wide range of settings. Settings include: schools, mental health facilities, homeless shelters, substance abuse treatment facilities, senior centers, advocacy organizations, housing programs, child welfare agencies, programs that serve veterans, and hospitals, among others.

3. **If I do the 14 hour field placement can I walk at graduation?**

   Fordham BASW students have a choice of doing their internship 14 hours a week or 21 hours a week. Many students choose to do a 14 hour per week placement because they have other obligations (i.e.: full time or part time work, family commitments, a heavy course load) and this option makes more sense for them. Students who chose the 14 hour per week option DO walk at graduation with all of their classmates, but will receive their actual diploma after they complete their internship in August. You and your family are also encouraged to attend the Fordham Social Work graduation, a beautiful, joyous event where BASW students are given special recognition.

4. **What will I be doing at my field placement? How can I prepare myself?**

   You will be doing a Generalist Social Work internship, which means that you will be working directly with clients, as well as being exposed to how the larger agency operates and collaborates with outside organizations and programs. Thus, you will gain experience understanding and intervening with micro, mezzo and macro levels of practice. The Fordham BASW program is designed so that the courses you take while at your internship teach you the skills you will use there. Once your field placement is determined, you can prepare yourself by reading more about the agency where you will be working, as well as the population you will be serving. Each internship is unique.

5. **Do I have a choice about where I do my field placement?**

   Dr. Kammer will work with you to find the best fit for you given your interests, your other obligations and scheduling needs, your access to transportation, and the availability of appropriate internships. It is crucial that you get strong supervision and appropriate assignments at your internship, so this is an important part of determining where you will be placed.

6. **What if I work full time? How will this impact my field placement?**

   All students are REQUIRED to do at least 4 hours of their field placement each week during the “working hours” of the agency, meaning between 9:00 AM- 5:00 PM. If you work full time, you will have to make arrangements with your employer to accommodate this (or use vacation time...). Evening and weekend hour placements are very limited, and your choices of field placements will be constricted if you are not available during day time hours. Many students have worked with their employer to alter their work hours so that they have had more options in terms of field placements. Also, doing a 14 hour per week rather than a 21 hour per week field placement is usually what makes sense if you are in school and also working full time.

7. **What should I wear when I go for an interview at a potential field placement?**

   Please dress in professional attire for your interview. This does not mean that you need to buy a new outfit, but it does mean that you should not wear jeans, tee-shirts, low cut tops, short skirts, or tennis shoes. You should bring a notebook, pen and two copies of your resume to the interview.
8. How should I prepare for the interview?

It will be important that you are familiar with the organization, including their mission, the populations they serve, and the types of programs they offer. You can get this information from the agency website.

You should also:

a. Familiarize yourself with the populations you will likely be working with, and the modalities typically used to serve these groups.
b. Be prepared to talk about why you are interested in this internship.
c. Be prepared to talk about what you hope to bring to the internship and what you hope to learn.
d. Be prepared to talk about why you have chosen to major in social work, and your current professional interests.
e. Be prepared to talk about work you have done and courses you have taken that are relevant to this internship.
f. Think about several questions you have about the internship and the agency and be prepared to discuss these with the person interviewing you.
g. Make sure you know where the interview will take place and arrive on time.
h. Make sure you send a thank you note to the person who you interviewed with.

9. What if I have an idea about a possible field placement for myself?

That’s great. You should share your thoughts with Dr. Kammer. She will work with you to see if this placement meets the necessary requirements.

10. What is the BASW Integrative Seminar?

The BASW Integrative Seminar is a required course that meets 15 times during your senior year. All of the students in the course are BASW students, and it provides an opportunity to talk about the integration of what you are learning in your internship and what you are learning in your social work classes. It is a supportive learning community where you can talk about your new role as a social work professional, and the growth and challenges you are experiencing. The course has traditionally been taught on Tuesday nights at the Lincoln Center campus and on Wednesday nights on the Westchester Campus. You will be informed of the dates and time of the integrative seminar in the spring, well before you begin your internship. The person leading the seminar is your senior year social work Faculty Advisor, and is the point person at Fordham regarding any issues at your field placement.

11. What social work classes will I be taking my senior year?

Please refer to the plan of study guide provided to you.

12. How do I register for classes?

The Fordham Graduate School of Social Service has different dates for registration than the other Fordham undergraduate programs. You should contact Maggie Dipasquale at Phone: 212-636-6211/7166, or via email at mdipasquale3@fordham.edu to register for your social work classes. Her office is located in room 716 on the Lincoln Center campus.

You can get a calendar with the Graduate School of Social Service schedule (including registration dates) at the Fordham Graduate School of Social Service website.

13. How do I make sure that I have taken all of the classes I need to graduate?

Dr. Acevedo, the Director of the BASW program is the person to talk to about this. He can be reached by phone at (212) 636-6644, and via email at gracevedo@fordham.edu. If you have questions about your credits for graduation you should meet with him as early in the year as possible.
14. Since I am a student at the Graduate School of Social Service, does that mean I am a graduate student in social work?

No, although you are taking most of classes with graduate students you are an undergraduate student in the school of social service. You are, however, completing your first year of graduate school as an undergraduate. Once you have your undergraduate degree you can apply for an Advanced Standing program at any accredited school of social work, where, once accepted, you can complete your graduate degree (MSW) with one more year of classes and another internship. This includes applying to the Fordham Graduate School of Social Service. We have simplified and expedited the process of applying to the Fordham graduate program for our BASW students. You will learn more about this in our BASW integrative seminar.

Contact Information for BASW Staff and Faculty

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