

## **National and International Field Education**

The Field Education Program develops national and international placements with students on a case-by-case basis. These placements are developed for *advanced* field work experiences and are generally delivered through a block placement model the summer following the completion of course work. Dual Degree students may also complete a national or international field placement, the timing of which varies according to the dual degree matriculation.

National and International Field Placements must meet all UNC-CH and CSWE Field Education policy and standards as outlined in *the Field Education Manual*.

When considering an out-of-state/country block placement, the student should complete the Request for the Placement Exception page of the Planning Guide and submit it to the Director of Field Education for review. Depending on where the field site is located, the Director may contact a Director of Field Education at a school in that location and ask that person to identify a practicum site and a local person who would serve as a liaison. In the alternative, the Director of Field may ask the student to identify a field site that they are interested in and then assign a UNC-CH field faculty member to serve as a long-distance liaison. When seeking field sites, students should communicate regularly with their field faculty member about their plans.

As in all placement options, students are responsible for making arrangements for travel, visa (if required), lodging, food and other living expenses. The UNC-CH, School of Social Work does not make nor is responsible for any logistical arrangements of this type.

### **Information/Criteria for the Consideration of International Field Placements**

The following information/criteria are needed for consideration of international field placements.

1. Name of agency considering student for field work.
2. Location of proposed field placement.
3. Mission/purpose of agency.
4. Description of primary services delivered by agency and the client population(s) served.
5. Description of experiences the student will have in this placement, correlated to the appropriate learning agreement.
6. Language requirements for student.
7. Dates of proposed placement.
8. Information (resume) about on-site field instruction or task supervision, (including details of the on-site instructor including title and educational degrees).
9. If no on-site MSW field instruction is available, proposed plans and information (resume) about MSW supervision.
10. Accessibility of electronic communication hardware and software.
11. Financial arrangements of the placement (stipend for student, resources for student travel, housing subsistence, honorarium for the placement agency for supervision, etc.).
12. How the completed field education MOA, learning agreement, monthly report and performance evaluation forms will be translated into another language (as applicable).

Students completing an International Field Placement are required to complete the following prior to traveling abroad:

1. Register at UNC Global Travel Registry: <http://global.unc.edu/travel-info/>
2. Register at SMART Traveler Enrollment Program: <https://step.state.gov/step/>
3. Sign Release and Hold Harmless Agreement for Study Abroad (General Travel Release Form): <http://global.unc.edu/travel-info/state-department-travel-warnings/>
4. Provide evidence of the purchase of HTH World Wide Travel Insurance
5. Provide UNC School of Social Work, Field Education Program with:
  - Email Address
  - Local Cell Phone Telephone Number
  - USA Emergency Contact Information

University Emergency Procedures when traveling abroad:

1. Faculty, staff and students who experience an emergency while traveling abroad on University business should contact the [UNC Department of Public Safety](#) (DPS) at +1.919.962.8100.
2. Public Safety is first in the chain of response. Students should ask DPS to contact the Dean of Students on call to find the appropriate resources for assistance. DPS will assist faculty and staff with identifying a human resources administrator or Employee Assistance Program officer who can provide support.
3. A downloadable and printable [Emergency Information Card](#) is available.
4. For emergency evacuation and other 24/7 health insurance assistance, call [HTH Worldwide](#) collect from outside the U.S. at +1.610.254.8771, toll free within the U.S. at 800.257.4823, or email [assist@hthworldwide.com](mailto:assist@hthworldwide.com).
5. In an emergency, seek appropriate medical care immediately, and then call HTH Worldwide. **Insurance coverage must be bought in advance of travel.** - See more at: <http://global.unc.edu/travel-info/#sthash.GLM5MCOj.dpuf>