



SCHOOL OF SOCIAL WORK

COLORADO STATE UNIVERSITY

BSW International Field Placement Timeline

If you are interested in exploring an international internship, one year prior please:

- Contact your academic advisor to confirm which semester you will be eligible to enroll in your field placement
- Review [CSU School of Social Work International Field Placement website](#) in its entirety
- Thoughtfully consider all the information and determine if you would like (and are able to) move forward with an international field placement before you follow timelines below

FALL STARTING PLACEMENTS: STUDENT TASKS AND TIMELINE

Start internship process Spring Semester prior to a Fall Internship

January (first week of classes):

- Read text from Academic Advisor to check your CSU email for an important email from a BSW Field Coordinator
- Complete steps outlined in the email from a BSW Field Coordinator regarding the Field Placement Process
- Purchase Tevera and complete International Field Application Form due mid-February

February:

- Submit International Field Application Form by due date
- Sign-up for a pre-placement interview with your Field Coordinator to create a field placement plan including:
 - Discussion of internship options
 - Overview of internship process and next steps
 - Review approval process to attend SOWK - 492 virtually
- Visit the [Education Abroad website](#) and start the Education Abroad Process. Maintain contact with Education Abroad until the process is complete
- Apply for financial aid, grants or scholarships as needed

By the end of Spring Semester:

- Participate in scenario interview with Field Coordinator and other field team members
- Finalize placement by signing Acceptance Contract

April – August 1st:

- Register for SOWK- 488 & 492, Schedule Field Orientation
- Prepare and plan logistics before departure: housing, finances, vaccines, travel docs, insurance, packing list, etc.

STUDENT TASKS AND TIMELINE FOR SPRING INTERNATIONAL PLACEMENTS

Start internship process Fall Semester prior to a Spring Internship

July/August:

- Apply for financial aid, grants or scholarships as needed

Start of Fall Semester (mid-August):

- Read text from Academic Advisor to check your CSU email for an important email from a BSW Field Coordinator
- Complete steps outlined in the email from a BSW Field Coordinator regarding the Field Placement Process
- Purchase Tevera and complete International Field Application Form due mid-September

September:

- Submit International Field Application Form by due date
- Sign-up for a pre-placement interview with your Field Coordinator to create a field placement plan including:
 - Discussion of internship options
 - Overview of internship process and next steps
 - Review approval process to attend SOWK - 492 virtually
- Start and maintain contact with the [Education Abroad Office](#) as you work through their approval process
- Apply for financial aid, grants or scholarships as needed

By the end of Fall Semester:

- Participate in scenario interview with Field Coordinator and other field team members
- Finalize placement by signing Acceptance Contract

October – January 1st:

- Register for SOWK- 488 & 492, Schedule Field Orientation
- Prepare and plan logistics before departure: housing, finances, vaccines, travel docs, insurance, packing list, etc.

Students must also follow all appropriate university, College, and Field Office deadlines.

Questions? Please send an email to Kelly.Maycumber@colostate.edu