



NORTHWESTERN STATE

Department of Social Work

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MEMORANDUM

TO: SOCIAL SERVICE AGENCIES

FROM: Randy Hoffpauir, MSW, LCSW
Assistant Professor/Director of Field Instruction
Northwestern State University of Louisiana

RE: Required Field Placement

Dear Agency Representative:

Thank you for taking the time to speak with a social work student about the possibility of completing an internship at your agency.

The Council on Social Work Education requires that students seeking a Bachelor of Social Work degree complete an internship of 432 hours during one semester or 216 hours in each of two consecutive semesters.

The agency at which a social work student interns must have someone who is willing to serve as field instructor. It is preferred that the field instructor have either an MSW or a BSW with substantial experience. Other degrees can be considered.

Please consider providing this opportunity to a student. Your assistance and willingness to help are so valuable to their success. Let me assure you that our program is fully accredited and that during an internship, we are always available if there are questions or problems. There is an orientation for Field Instructors and for interns on the first day of each semester, and there are weekly emails with updates and reminders during the semester. We also provide training opportunities with CEUs for our Field Instructors. The trainings are available face-to-face or virtually.

If an internship at your agency is possible, please provide the student with the name and contact information of the person that I should speak to, and I will initiate contact.

If you have any questions, please do not hesitate to contact me.

Randy Hoffpauir, MSW, LCSW
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