Homewood Children’s Village Field Placement Internship

for Master of Social Work students

also known as CRSP FELLOWSHIP

Overview

Recommendation -> Application -> Hired -> Field Placement Hours -> Stipend Allocated -> Letter & Paperwork

Key Players:

- MSW student
- Student’s field advisor
- CRSP coordinator
- Field director
- Homewood Children’s Village coordinator
- SSW Department Administrator

Recruitment

- August – June 15: CRSP coordinator markets CRSP fellowships on CRSP’s website, direct e-mail to incoming Master’s students, SSW digital TV, and via field office;
- By June 15: MSW Students apply via CRSP website following consult and paperwork completion with their SSW field advisor;
- CRSP coordinator records applications and forwards to HCV coordinator as they arrive;
• **HCV coordinator** sets up interviews and lets field advisor know if they wish to hire;

**Offer of Internship & Stipend Allocation**

• **Field Director** works with **HCV coordinator** to determine student hours, start date, supervisor and school assignment;

• **By August 15; Field Director** confirms to **CRSP coordinator** each student’s hours, start date, supervisor and school assignment;

• **By August 30; CRSP coordinator** prepares offer of internship specifying hours, school assignment and stipend to student of placement and outlining payment schedule i.e.: **first stipend is October 31;**

• **Student** completes paperwork with **SSW Department Administrator** prior to pay;

• **CRSP coordinator** sends copies of letters and spreadsheet of appointments and stipends to Department Administrator to initiate payroll.

**NOTES:** CRSP fellows are funded from the Dean of the School’s discretionary funds; capped at $25,000 to be divided on an hours expected basis among 8 fellows with schedules of either 360 or 720 hours over two semesters.