

## Frequently Asked Questions (FAQs) for Placement

### 1. How are the 400 hours computed for placement modules, SW3103A and SW3104?

Please refer to the table below for illustration. Students are required to clock in 400 hours to fulfil the requirement.

Time Period	Calculation of hours	Total hours
Early May to July (10 weeks block placement)	50 days x 8 hours = 400 hours and above	400 hours and above
6 Seminar sessions (SW3103A) 5 Seminar sessions (SW3104)	Minimum 14 hours, during working hours. Seminar hours can be counted towards the fulfilment of 400 hours	

### 2. How do I register for placement?

Social work majors who have read or concurrently reading the placement module pre-requisites for SW3103A and SW3104 will receive an email notification from the Department of Social Work between early January to mid- February regarding placement. Please refer to [http://www.fas.nus.edu.sg/swk/courses/undergraduates/modules\\_description](http://www.fas.nus.edu.sg/swk/courses/undergraduates/modules_description).

### 3. Is the placement compulsory for Social Work major?

Students who pursue social work as a major are expected to complete **TWO** compulsory field placements. For more information about the placement, please refer to the Field Placement Academic Calendar sample at [http://www.fas.nus.edu.sg/swk/courses/field\\_placement/field\\_placement](http://www.fas.nus.edu.sg/swk/courses/field_placement/field_placement).

### 4. When will the placement start and end?

Based on estimation, SW3103A and SW3104 placement will commence on the following Monday after the Examination period. Students are expected to work from Monday to Friday to complete 400 hours of field placement within 10 weeks. There may be a need to work on weekends or weekday nights to carry out programmes/activities/counselling sessions.

### 5. What is the minimum number of hours required to complete the placement?

Students are required to complete minimum 400 hours (8 hours/day) for 10 weeks.

### 6. Can I defer my SW3103A placement? If yes, when is the latest I can start my placement?

Students can defer their placements. Please refer to the Field Placement Academic Calendar sample for more information. Please ensure that you complete both placement within 6 semesters of your candidature.

**7. I would like to defer my SW3104 placement. When is the latest I can start my placement?**

Students should complete SW3104 before the end of their 6<sup>th</sup> semester. Please refer to the Field Placement Academic Calendar sample for more information at [http://www.fas.nus.edu.sg/swk/courses/field\\_placement/field\\_placement](http://www.fas.nus.edu.sg/swk/courses/field_placement/field_placement).

**8. Can I source for my own placement?**

The Department of Social Work facilitates placement for undergraduate students so as to provide students with adequate and appropriate learning opportunities. Students will be able to view a list of organisations which offer placement opportunities. Students are expected to ballot for their placement agencies online by indicating their preferences.

**9. Which academic year will the MCs and workload be counted into?**

SW3103A or SW3104 consists of 8MCs and the workload will be counted in Special Term Part II/Semester 4 of the Academic Year. SW3103A or SW3104 will be pre-allocated for students who are doing placement during Special Term Part I and Part II.

**10. Are there seminar sessions for placement?**

Students who are doing SW3103A, are required to attend 6 seminar sessions. Students who are doing SW3104, are required to attend 5 seminar sessions. These sessions will be scheduled from mid-May and held on alternate weeks.

**11. Is there an online balloting for placement?**

There will be online registration for placement. This is to facilitate the process in matching the preferences of students and agencies in the selection process. Following the online balloting, there will be manual selection of agencies in the event that you are unable to secure 1 of 10 choices.

**12. When will the exam result for placement be released?**

The exam results for SW3103A and SW3104 will be released during Special Term Part II / Semester 4 of the Academic Year. Please refer to the [Examination Directory](#) for the Schedule of Results Release.

**13. If I am on exchange and expected to return in May, when is the latest date I need to start placement?**

Students are expected to return from exchange and start no later than the second week from the official start date of placement in order to complete the placement on time. All students are expected to complete the placement by 4<sup>th</sup> week of July. Students who are unable to complete placement during 4<sup>th</sup> week of July will not be able to fulfil the module requirement. You are advised to select your placement period carefully to ensure that you are able to complete the 400 hours as well as submit the assignment and evaluation by the due date, or you may fail the module.

**14. If I have reservist in between placement, when must I complete the placement?**

Students who have reservist are expected to complete the placement by end of July. In the event that you are expecting that you may not complete the placement hours by the 4<sup>th</sup> week of July, you may want to select your placement period carefully to ensure that you are able to complete the 400 hours as well as submit the assignment and evaluation by the due date, or you may fail the module.

**15. Am I eligible to read level 4000 modules with SW3103A pre-requisite?**

Only students who have passed SW3103A are eligible to read level 4000 modules with SW3103A pre-requisite.

**16. I plan to switch major to Social Work. Will I be able to complete placement in time?**

Students who pursue Bachelor Degree in Social Work will need to complete SW3103A and SW3104 by the 6<sup>th</sup> semester. Please refer to the Field Placement Academic Calendar sample at [http://www.fas.nus.edu.sg/swk/courses/field\\_placement/field\\_placement](http://www.fas.nus.edu.sg/swk/courses/field_placement/field_placement).

**17. I am planning to go for SEP. When is the best time to go for SEP as there are two compulsory placement?**

Students may proceed with their plans to go for SEP as long as they take note of the start and end dates of the placement.

**18. I am planning to go for SEP in Semester 2. How do I sign up for placement?**

Students who are eligible for placement will receive email notification from the Department of Social Work between early January to mid-February. Students who are residing overseas are also expected to participate in the online balloting process.

**19. I have planned an expedition/family trip last year. Can I still proceed?**

Students may choose to defer their placement. It is important for students to take note that they have to complete the SW3103A and SW3104 by the 6<sup>th</sup> Semester.

**20. Can I work part-time in between my internship?**

During the 10-week placement period, students have to work on daily basis (Mondays to Fridays) for 8 hours. Students are strongly encouraged to consider working part time after their placement period.