**UNI Undergraduate Field Instruction Registration**

Updated: August 2016

**I. REGISTRATION**

 A. To register for a fall or spring social work internship, students should do the following:

Go to MyUniverse and register as you would for any UNI course. The MyUniverse

site gives the date when students can begin registering. Register with any of the instructors

listed. You may be moved to a different instructor after liaisons are assigned,

B. To register for a summer social work internship, students do the following:

Register through UNI Continuing & Distance Education online at: [www.uni.edu/continuinged/enroll](http://www.uni.edu/continuinged/enroll).

**II. CREDIT-HOURS & CLOCK-HOURS**

 A. The minimum credit-hours for field placement are 11.

 B. 11 credit-hours translate into 440 clock-hours.

 C. If you need to be a full-time student in the fall or spring semester, register for 12 credit-hours.

 D. 12 credit-hours translate into 480 clock-hours.

 E. If you need additional credit-hours, the following lets you know the “formula”:

 13 credit-hours translates into 520 clock-hours.

 14 credit-hours translates into 560 clock-hours.

 15 credit-hours translates into 600 clock-hours.

**III. SUMMER FIELD PRACTICA: Students Must Register by Spring Break**

1. Summer field last 12 weeks, from the week in May following finals to the end of July.
2. Registering for 11 credit-hours in the summer session qualifies you as a full-time student.
3. At 11 credit-hours, you complete 37 clock-hour weeks in the summer.
4. To register for summer social work internship, students do the following:

Register through UNI Continuing & Distance Education online at: [www.uni.edu/continuinged/enroll](http://www.uni.edu/continuinged/enroll).

**IV. Other -** Field is a course taken on a credit-no credit basis (i.e., no letter grade is assigned).