

**School of Social Work
Courage| Compassion |Competence**

**Field Instructor Orientation**

**Overview – Part 1**[**https://www.uakron.edu/socialwork/field-education/instructors.dot**](https://www.uakron.edu/socialwork/field-education/instructors.dot)

**Navigation- Part 2**

***Field Instructor Orientation Note Page-****write what I want to remember***Easy Access |Efficient |Innovation**

**Get acquainted with navigating the field education section of the School of Social Work’s website…**

**[ ] Step #1** Go to the following URL address- SSW home page: [www.uakron.edu/socialwork/](http://www.uakron.edu/socialwork/)

**[ ] Step #2** Select ***Field Education*** from the left side of the Social Wok homepage

**[ ] Step #3** Take a moment and review the field education page;
 [ ] Note who your field education contact person is for your registered program,
 [ ]  Note the categories of information:

 [ ] Undergraduate,

 [ ] Graduate, and

 [ ]  Field Instructor specific Information
 [ ]  Field Faculty Liaison

**[ ] Step #4** The subject areas listed under the field education section are placed both

 to the left side under Field Education and bottom portion of this page, under each
 program to support user-friendliness

**Select Undergraduate Rectangle Button**

**[ ] Step #5** Locate, Select & Click on **BA/BASW Field Education Information and Forms**

**Select Graduate Rectangle Button**

**[ ] Step #6** Locate, Select & Click on **MSW Field Education Information and Forms**
**[ ] Step #7** Locate, Select & Click on **Field Calendars**

**[ ] Step #8** Locate, Select, & Click on **Field Instructors**

**[ ] Step #9** Locate, Select & Click on **Agency Roster (***Blue Button or the word Agency Roster***)**

**[ ] Step #10** Locate, Select, & Click on **BA/BASW Field Education Structure (Design)**

**[ ] Step #11** Locate, Select, & Click on **MSW Field Education Structure (Design)**

**[ ] Step #12** Locate, Select, & Click on **Field Manual** –*Select the most appropriate for your
 student & their program*

**[ ]  Step #13** Locate, Select, & Click on **Faculty**

**[ ]  Step #14**  Locate, Select, & Click on Field Faculty Liaison

**Field Documents**

[ ]  Time & Task Logs

[ ]  Student Integrative Learning Contract

[ ]  Student Evaluation

[ ]  Other Evaluations

[ ]  Field Syllabi

[ ]  Undergraduate Seminar Blank Journal

1. View Frequently Asked Questions
2. View Sample Field Document
3. View Blank Document
4. View Field Syllabi- contract for field education
5. View Undergraduate Journal formal (no seminar course in graduate program)