**Entering Field Education Experience: Summer 2017 or Fall 2017**

**Two mandatory Field Orientations required to start your field experience\*
\***Field education occurs in the final two semesters prior to graduation – Consecutive Semesters

**Part 1: Friday, March 3, 2017 9-11 a.m. or 12- 2 p.m. Social Work Computer Lab**

**Note:** 7 weeks provided to obtain a field placement

**Part 2: Friday, April 21, 2017 9-11 a.m. or 12 -2 p.m. Social Work Computer Lab**

 **To do items prior to attendance at Part I Field Orientation**

[ ] Contact assigned Academic Advisor & obtain approval to begin your field education experience- two consecutive final semesters prior to graduation

[ ] How do I know I have been approved to enter field? Both you and your academic advisor will complete and sign the **Undergraduate Student Academic Field Eligibility Form**.

[ ] Register online for Part 1 Undergraduate Field Orientation

[ ] Register online for Part 2 Undergraduate Field Orientation

[ ] Download, complete, & submit **Application for Field**

**To do items after attendance at Part I Field Orientation**

[ ] Electronically submit forms according to schedule to fieldsocialwork@uakron.edu

[ ] Prior to Interview Choice (all programs) Form - This document requires submission after review of Agency Roster - No interviews are scheduled at the time of required submission of this form

[ ] FERPA Form - Family Educational Rights & Privacy Act - Link to U.S. Dept of Education | allows for eligible students certain rights with respect to their education records

[ ] Field at Place of Employment (FAPE) - This document requires completion if student is interested in having their field placement at their place of employment

[ ] Field Manual/Code of Ethics Acknowledgement

[ ] NASW Code of Ethics- Read the Code of Ethics prior to submitting the FERPA and Field Manual/Code of Ethics forms

[ ] Field at Place of Employment Proposal (All programs) (FAPE) -This document requires completion if a student is interested in having their field placement at their place of employment

[ ] Social Work All Programs Field Placement Agency Acceptance Form - This document requires submission by field instructor/field agency on behalf of students scheduled to begin their field education experience

[ ] After Interview Choice (All programs) Form - This document requires submission after completion of two face-to-face interviews

[ ] Agency Response Sheet - This document helps your school in keeping agency information relevant & current

[ ] Field Agreement – This document acknowledges the potential field student actively participated in each field orientation and

 **Contact agencies** *(Approval upon completing Part I of two-part Field Orientation)*

[ ] Set-up face-to-face interviews when contacting agencies- two minimum interviews

[ ] Field-at-Place-of-Employment (FAPE) applicants must also interview and obtain/submit an Agency Acceptance Form

[ ] Agency roster is located Online- <http://www.uakron.edu/socialwork/field-education/basw-info-forms.dot>

**Field Readiness***Review academic & life schedule and ask self the following questions to begin purposefully thinking about your field readiness:*

[ ] Do I have the dedicated time needed for a field experience? ( i.e. 15 hours per week (Fall or Spring) or 22.5 hours per week (Summer))

[ ] Am I able to rearrange my life schedule to add a field experience which requires development time in and out of my field placement in order for me to cultivate my skill set?

[ ] Am I willing to sharpen my organization skills to complete and submit field documents in a timely fashion, with minimal reminders which mirrors requirements as a practicing social worker?

[ ] Am I willing to be temporarily uncomfortable as I learn a new or different aspect of my craft?
(Move from unconsciously unskilled to consciously skilled (with a goal of unconsciously skilled)?

**To do items prior to attendance at Part II Field Orientation**

[ ] Review Part 2 Experiential Activity

[ ] Review Part 2 Field Agreement

[ ] Review Part 2 Agenda

[ ] Review Electronic submission

***Draft your field schedule by answering the following questions***

1. What are my days and time frames scheduled for course interaction (Face-to-Face or Hybrid)? If I am participating in an online course, what days and time frames do I need to be in the online course room?
2. Create a tentative schedule, email it to your Orientation Instructor, and be prepared to discuss your schedule with your seminar instructor (Your schedule should provide the identified days of the week and the time frames [ Tuesdays, 8 a.m. -3 p.m.; Thursdays, 8 a.m. – 4 p.m.; 15 hours or Mondays, 8 a.m. – 3 p.m.; Wednesdays, 8 a.m.-3 p.m.; & Friday, 8 a.m. -4:30 p.m.,; 22.5 hours])

**Notes to help me effectively plan**