**UG Field Education Placement schedule at a glance | Start field education- Spring semester 2018**

[ ] **Attend Part I** | Friday, September 22, 2017 Field Orientation |7 weeks to secure a field placement| by Monday, November 13, 2017, 11:30 p.m. | Steps toward securing a field placement | Introduction to professionalism

[ ] **Attend Part II** | Friday, November 17, 2017 Field Orientation |Identify & practice field documentation | Revisit professional behaviors | Significance of Engage. Assess. Intervention. Evaluation | Courage. Compassion. Competence

**Pre-Placement Training Activities to be completed before contacting agencies**

*Completion Pre-Placement training activities during Field Orientation*

[ ] Review Part I – Agenda

[ ] Review Undergraduate Field Education Overview | Orientation - Part I | Quick Overview

[ ] Review Field Education Structure

[ ] Complete Part I – Experiential Activity

[ ] Complete & sign Undergraduate Field Agreement | Part I

**Tasks to be completed after Field Orientation in order to secure a field placement**

[ ] Complete & submit **Prior to Interview Choice (all programs) Form | Friday, 9.29.17**

[ ] Complete & submit **FERPA** Form (Family Educational Rights & Privacy Act | also referred to as the Buckley Amendment | a federal law designed to protect the privacy of student education records. FERPA established the right of students to inspect and review their educational records. Read NASW Code of Ethics. **Friday, 9.29.17**

[ ] Begin contacting prospective field agencies from the Agency Roster to set-up interviews- use contact person(s) listed

[ ] Complete interview process (a minimum of 2 interviews per student)

[ ] If applicable, complete & submit **Field-at-Place-of-Employment Proposal (all programs) (FAPE)** |field placement is also employment site. This is possible but must follow specific rules to protect your role as a learner, a student. **Monday, 11.13.17**

Complete & submit **Field Manual | Code of Ethics Acknowledgment** | Accountability of policies & procedures and social work principles, values, & standards – ethical issues & dilemmas. **Monday, 11.13.17**

[ ] Complete & submit **After Interview Choice (all programs) Form** |This document is completed once two interviews are completed| first choice & second choice. **Monday, 11.13.17**

[ ] Complete & Submit **Social Work All Programs Field Placement Agency Acceptance Forms**| This document is signed by the field agency contact person stating the agency’s confirmation to accept the student as a field intern for two consecutive semesters. **Monday, 11.13.17

Electronic Submission process**

Submit all completed field forms to fieldsocialwork@uakron.edu |Field Questions – contact Naomi White | naomi1@uakron.edu |Social Work website | <https://www.uakron.edu/socialwork/> |Field Education page | <https://www.uakron.edu/socialwork/field-education/msw-field-forms.dot>