

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](mailto:naomi1@uakron.edu) | 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>

9.21.17 | School of Social Work | **Courage. Compassion. Competence | Engage. Assess. Intervene. Evaluate**