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

**Part I: BA |BASW Field Orientation**

Welcome entering field students,

See next page for directions and begin to work on these steps immediately upon your arrival.



Your new team,

*Field Education*

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

**Part I: Individual work/Self-Paced work-** *Technology can be a wonderful tool for social workers*

Use this document to familiarize yourself with navigating the field education section of the School of Social Work’s website… *Please take this opportunity & don’t rush through this section – future clients/patients in crisis are ‘banking’ on your current investment.* **45-60 minutes**  
Directions: Upon completion of each step, place an X in the box next to the left of each step. Answer each of the questions.

**Quick map to let me the know how this page is structured to help me get into field**

**Step #1** Log on to the computer in front of you using your UA login

**Step #2** Go to the following URL address- SSW home page: [www.uakron.edu/socialwork/](http://www.uakron.edu/socialwork/)

**Step #3** Select **Field Education** from the top of the Social Wok homepage (4th tab over)

**Step #4** Take a moment and review the field education page;  
  Note who your field education contact person is for your registered program  
 Place field contact name here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  Note the categories of information (in the center of the page and open each  
 category:

Undergraduate Program

Graduate Program

Field Instructor specific Information, and  
  Faculty Field Liaisons

Note the same categories of information in the center of the page are also on the left side of the page (left nave) with the exception of what category? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note BA|BASW Field Forms/Processes divided into two (2) primary sections:

*Students who are preparing to enter field education: FORMS*

*Students who are currently in field placement/practicum: FORMS*

Go to this section of the page:   
**STUDENTS WHO ARE PREPARING TO ENTER FIELD EDUCATION FORMS & PROCESSES:**

*Note: This is your home and community until you begin your field education experience*

**Step #5** Select & Click on **BA|BASW Field Education Information and Forms**Take a moment and review the field content on this page and then compartmentalize  
 your view  
  
 **Step #6** Select & Open document **BA|BASW Field Application Orientation Schedule:   
Entering Field Spring** - Select the Campus you are a registered student (*Your orientation instructor also provided you with a hard copy of this document*)  
  
 Note Part I & Part II due dates. Note- Attendance in Part II Field Orientation along with an   
 online registration is required.

**Step #7** Select & Open **BA/BASW Field Orientation Part I – Quick Overview**

**Step #8** Walk through each slide of the PowerPoint- note any information requiring   
 clarity-*write your questions on the blank paper provided. You will have an  
 opportunity later in the orientation to obtain answers*

**Step #9a** Scroll down until you see Agency Roster (directly below the form – Agency  
 Response Sheet) - **Listing of Potential Field Education Opportunities**

**Step #9b** Click on Web-based ***Agency Roster -Listing of Field Education Opportunities for  
 Field Practicum***

**Step #9c** Practice Searching

**By Agency Name** – Search for The Salvation Army- *Narrow search*- *Search for |  
 Salvation Army- scroll to the bottom for details*

**By Program Type**- Select Undergraduate only- Hit Search-*scroll to the bottom for  
 details*

**By Program Type & Agency County** – Select Undergraduate, Summit & Stark  
 Counties - *scroll to the bottom for details*

**By Program Type, Agency County, & Agency Practice Areas** – Select  
 Undergraduate, Summit & Stark Counties, & Select two Practice Areas that may be  
 of interest to you

Are you able to be a field student at an agency not on the list?  Yes or  No

**Return to the** **Home page of Field Education**. Select Undergraduate Program – in the center of the page – An accordion opens to four subject areas: (a) BA/BASW Field Education Structure, (b) BA/BASW Field Education Information & Forms, (c) Field Manual, (d) Field Calendars, and (e) Agency Roster  
[Note: *This same information can be accessed on left side (left nave) of this same page*]

Click on each headings –review the field information each document capture

**Field Calendars** – Open semester you will enter field – review Field Calendar of  
 Events/Expectations for field  
Identify date you begin your field education experience for the semester  
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Identify date when you complete your field experience for the semester   
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Identify when you begin your field seminar experience- *Did you know your  
 seminar course is a hybrid course. You will spend ½ your time in a traditional  
 classroom setting & ½ your time completing online assignments without*   
 *reporting to a traditional classroom setting. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  
  
  **Field Instructor**- review information provided (***This information should be shared  
 with your field supervisor***)  
Note the need for all new field instructors to attend field instructor   
 orientation  
  Note field advisory meetings are available for field instructors to have   
 conversations about their field experiences with students  
  
 **BA|BASW Field Education Structure** (**Design**) – review expectations for field  
 How many hours of field hours are required in your program? \_\_\_\_\_\_\_\_  
What is the field supervision requirements? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Is supervision negotiable? Yes or No

Return to **BA|BASW Field Education Information and Forms**  
  Locate **Interview Preparation & Acknowledgement** – scroll midway down  
 page - review information in each area

Sample Introductory Email to Prospective Field Agency/Instructor  
  Sample Interview questions  
  Sample Thank you note but I have chosen a different field placement  
  Sample Thank you note and I plan to intern at your agency  
  University of Akron’s Career Center

Locate **Field Supports** – open and review each area  
 Background checks/Fingerprinting- How much does this cost? \_\_\_\_\_\_\_\_\_\_\_

Immunization/Tuberculin Skin testing

Professional Liability Insurance – How much does this cost? \_\_\_\_\_\_\_\_\_\_\_\_\_

**Field Education Manual | Field Syllabi** - open & review field manual and syllabi.   
 Field Manual   
  Roles & responsibilities of Student- What page #? \_\_\_\_\_\_\_\_\_\_\_\_\_  
  Roles & responsibilities of Field Instructor – What page #? \_\_\_\_\_\_\_  
  Roles & responsibilities of Field Agency – What page #? \_\_\_\_\_\_\_\_\_\_

Problem resolution & process for field placement disruptions-   
 What page #? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field Syllabi- note that field is a course without walls and the expectations is  
 that you will pass and it is also possible to fail.

Field Stressors-select the most relevant stressor(s)  
   Policy when the university is closed

Policy when agency is closed

Policy about making up field time  
  Policy about sick days

**Note final two sections:**   
  Social Work Licensing Information &   
  Other Field Evaluations (*other field evaluations are web-based field   
 documents due at the end of each semester*)

Locate **Social Work Licensing Information**  Licensure Exam – Counselor, Social Worker, & Marriage & Family Therapist  
 Board (CSWMFT) Website - review information provided  Required Criminal Background Check**-** note opportunity to obtain BCI  
 (state) and/or FBI (national) criminal record checks available on Akron  
 campus – Where on Akron campus? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Close Field Education Section and navigate to the Social Work Home Page**

Return to the left side of the page (left nave) and click on the following heading –

**Student Organizations & Scholarships**  
  
Go to the left side of the page and locate two headings that are **not** listed under Field  
Education:

**Student Organizations** – select & review social work organization for your  
 campus/college – Who is the contact person for this organization?   
  
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty & Staff | Faculty Field Liaisons**- select Faculty & Staff

Locate Faculty Field Liaisons button Listed under Faculty| Staff

What other button can you select in order to see the listing of Faculty Field Liaisons?  
  
 Select Faculty Field Liaisons and note that this is the group of faculty  
 identified to function as field liaisons. One of these faculty will be  
 assigned to you. The goal is to assign the same liaison for the entire time   
 you are in field. It is our goal but, there are times that you will have a  
 different liaison for each semester.

Identify & select one Faculty Field Liaison. Open their resume and identify   
 ‘something’ listed on their resume that could help you when you enter your field  
 education experience. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Pause -*** You are almost there! Think about what kind of social worker you want to  
 become. Struggling with this? Think about how you want people to describe  
 you, the social worker in (5) years.

**Field Information: Easy Access |Efficient |Innovation**

**Social Work Program: Courage| Compassion |Competence Section II: Instructor led**

Field documentation required to enter your field education experience   
[Note: The below documents are listed under   
**BA/BASW Field Education Information Forms**- **Preparing to Enter Field Education**: **Forms**: **Process**]

BA |BASW Field Application Orientation Schedule: Entering Field  
 Timelines (*due dates for documentation in order to begin field experience as  
 scheduled*)

Prior to Interview Form (Remember*, you are not limited to these two  
 agencies*)

FERPA Form (Family Educational Rights and Privacy Act (*also referred to as the Buckley Amendment) and is a federal law designed to protect the privacy of student education records. Establish the right of students to inspect and review their education records.)*

Field Manual | Code of Ethics Acknowledgement (*Accountability of policies & procedures and social work’s principles, values, & standards – ethical issues & dilemmas*)

Field at Place of Employment Proposal – FAPE Form (*field placement is also employment site. This is possible but must follow specific rules to protect your role as a learner, a student.*)

After Interview Form\* (*This document is completed once two interviews are completed- first choice & second choice*)

Agency Acceptance Form\* (*This document is signed by the field agency contact to state their confirmation to accept the student as a field intern for two consecutive semester*)

Agency Response Sheet

\*This completed document is required to assign agency as ***your*** agency.

***Question & Answer Forum*** - Yikes! I am here and I am really going to field.

**Part II – Field Orientation =** **Student insert reminder date  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Final questions prior to initial contact with agencies*

Upon completion, your Orientation instructor will provide you with a *Student Agreement Field Signature Page*. You, the incoming field student, will provide your signature acknowledging your familiarity with field education through the navigation of the field section of the social work website. Your field facilitator will also sign acknowledging your presence during this Part I of two required field orientations prior to any social work student entering field.

***SAVE THIS DOCUMENT FOR FUTURE USE***

***Use this document for FIELD REFERENCE***