**UA School of Social Work |Undergraduate | Field Placement Schedule at a Glance| Summer or Fall 2018 Field Placement**

**Preparatory Tasks to be completed before contacting agencies**

[ ] Attend the Friday, February 23, 2018 Part I Field Orientation |6 weeks to secure a field placement|

 by Friday, April 6, 2018

**Due Date**: Prior to attending Part I Undergraduate Field Orientation| before 2.23.18

[ ] Application for Field

[ ] Undergraduate Student Academic Field Eligibility Form

**Due Date**: Complete Pre-Placement training activities during Field Orientation |2.23.18

 [ ]  Undergraduate Field Education Overview (Orientation) Part 1- Quick Overview

 [ ] Part 1- Experiential Activity

 [ ] Part 1 Field Agreement

**Due Dates:** Complete & electronically submit (only) below completed documents to fieldsocialwork@uakron.edu

[ ] Prior to Interview Choice (All Programs) Form **| Saturday, 11:30 p.m., March 3, 2018**

[ ] After Interview Choice (All Programs) Form **|** **Wednesday, 11:30 p.m., April 4, 2018**

[ ] Social Work All Programs Field Placement Agency Acceptance Form **|Wednesday, 11:30 p.m., April 4, 2018**

[ ] Field at Place of Employment (FAPE) if applicable **| Wednesday, 11:30 p.m., April 4, 2018**

[ ] FERPA Form **| Saturday, 11:30 p.m. March 3, 2018**

[ ] Field Manual/Code of Ethics Acknowledgement **| Saturday, 11:30 p.m., March 3, 2018**

[ ] Agency Response Sheet **| Wednesday, 11:30 p.m. April 4, 2018**

**Task to be completed in order to secure a field placement**

[ ] Update social media accounts, voice mail, & use only university email

[ ] Begin contacting prospective field agencies to set-up interviews

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

[ ] Complete & submit After Interview Choice (all programs) form

[ ] Complete & Submit Social Work All Programs Field Placement Agency Acceptance Forms

[ ] If applicable, complete & submit Field-at-Place-of-Employment Proposal (all programs) (FAPE) **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 | <http://www.uakron.edu/socialwork/field-education/basw-info-forms.dot>

**Next steps:** **Online Register and Attend the Friday, April 6, 2018 | Part II Field Orientation**