**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](mailto: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](mailto:fieldsocialwork@uakron.edu)

Field Questions – contact [Naomi White](mailto:naomi1@uakron.edu) | [naomi1@uakron.edu](mailto: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**