

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](mailto:naomi1@uakron.edu) | 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