



## MSW Field Education Application Orientation Schedule – Entering Concentration Year

**Directions:** This document is for master level social work students **continuing** their field education experience. **[If you have already completed one master level field placement, please follow this schedule].**

### Schedule at a glance

- Attend Scheduled Field Education Orientation - **Friday, February 10, 2017, 2:00 p.m. – 4:00 p.m.**
- Review MSW Field Education Application Orientation Schedule- **this document**
- Review Power Point Presentation: MSW Field Orientation Quick Review-**During Field Orientation**
- Review Field Education Orientation Notes: *Concentration Students Only*- **During Field Orientation**
- Complete and Submit a MSW Field Education Application – **Friday, March 3, 2017**
- Complete and Submit a FERPA Disclosure Form- **Friday, March 3, 2017**
- Complete and Submit a Field Manual/Code of Ethics Acknowledgement- **Friday, Friday, March 3, 2017**
- Review Agency Roster-**Student driven**
- Complete and Submit Field Agency Prior to Choice Form- **Friday, March 3, 2017**
- Begin contacting prospective field agencies to set-up interviews- **Student driven**
- Complete Interview process (*a minimum of two interviews per student*)-**Friday, April 21, 2017**
- Complete & Submit After Interview Choice Form- **Friday, April 21, 2017**
- Complete & Submit Field-at-Place-of-Employment Proposal (*FAPE*), *if applicable*- **Friday, April 21, 2017**
- Complete & Submit Agency Acceptance Form(s) - **Friday, April 21, 2017**

- Agency Acceptance Forms submitted by **Friday, April 21, 2017.**
- Final list of students & field assignments posted on the Field Education Department's various bulletin boards (*411K, Polsky Building*), Lakewood Campus (*location TBD*), and e-mailed to all prospective students by **Friday, April 28, 2017.**
- Complete and submit all field education materials to **Professor Becky Thomas** – in person *415D, The Polsky Building* or electronically [fieldsocialwork@uakron.edu](mailto:fieldsocialwork@uakron.edu);

**All Field Education documentation online at [www.uakron.edu/socialwork/](http://www.uakron.edu/socialwork/)**

- **Click** on Field Education on the left side of the page **then**
- **Click** on MSW Field Education Information Forms **then**
- **Scroll** down to Field Application Process Schedule and Forms **and** you are where you are supposed to be.

**Remember- the following field documentation is needed to ensure your successful transition into your field education experience:**

1. MSW Field Application
2. FERPA Disclosure form
3. Field Manual/Code of Ethics Acknowledgement
4. Field Agency Prior to Choice Form
5. Field Agency After Interview Choice Form
6. Field-at-Place-of-Employment Proposal (FAPE) (if applicable)
7. Agency Acceptance Forms (2)

**Field Contact for All Lakewood students & Akron campus Concentration Students :** Professor Becky Thomas [Bthomas@uakron.edu](mailto:Bthomas@uakron.edu) 330-972-5682