**Field Education Placement schedule at a glance**

[ ] Attend the Friday, May 19, 2017 Field Orientation |7 weeks to secure a field placement| by Friday, June 30, 2017,

 11:30 p.m. | **A Group**

[ ] Attend the Tuesday, June 13, 2017 Field Orientation |7 weeks to secure a field placement |by Tuesday, July 25, 2017,
 11:30 p.m. |**B Group**

[ ] Attend the Saturday, Tuesday, July 18, 2017 Field Orientation | 7 weeks to secure a field placement |by Tuesday,
 August 26, 2017 | **C Group**

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

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

 [ ] Website Navigation Experiential Activity |Part 1

 [ ] Graduate Field Student Agreement| Part 1

Complete & electronically submit to fieldsocialwork@uakron.edu ***Due dates based on A, B, or C Orientation attendance***
 [ ] MSW Field Education Application | **A Group** 5.27.17 | **B Group** 6.24.17| **C Group** 7.29.17

 [ ] FERPA Disclosure Form | **A Group** 5.27.17 | **B Group** 6.24.17| **C Group** 7.29.17

 [ ] Field Manual Code of Ethics Acknowledgement | **A Group** 5.27.17 | **B Group** 6.24.17| C Group 7.29.17

 [ ] Field Agency Prior to Choice form | **A Group** 5.27.17 | **B Group** 6.24.17| **C Group** 7.29.17

 [ ] Review the Agency Roster **A Group** 5.24.17|**B Group** 6.21.17| **C Group** 7.26.17

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

[ ] 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 until June 30, 2017 and after August 24, 2017

Field Questions Contact Timothy McCarragher | mccarra@uakron.edu from July 1st until August 24, 2017

Social Work website | <https://www.uakron.edu/socialwork/>

Field Education page | <https://www.uakron.edu/socialwork/field-education/msw-field-forms.dot>

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

 **Field Education | Engage. Assess. Intervene. Evaluate.**