**Field Learners**

* Graduate Foundation Learners (Learners beginning their ***first*** field placement)
  + 200 hours per Semester|400 hours Academic Year
  + 16 Hours per week
* Graduate Concentration Students (Advanced Standing learners-***first*** placement or learners beginning their ***second*** field placement)
  + 250 hours per Semester | 500 hours Academic Year
  + 17 Hours per week
* Familiarity with competencies | Clarity on learning outcomes: Engage, Assess, Intervene, Evaluate| 4 core social work skills

**Field Requirements**

* Two consecutive semesters | In the same agency
* **Fall Semester** **|** **August 27 -December 9, 2018**
  + Foundation students begin their field experience week of September 10th- three weeks into the semester, yet end at the same time as concentration students
  + Concentration students begin their field experience week of August 27th
  + Labor day observance – Monday, Sept 3, 2018 |University closed | No field allowed
  + Thanksgiving recess observed – Nov 22-25, 2018 |University closes @ 5p.m. Wednesday | No field allowed
  + Final Exams Week – Dec 10-16 | *opportunity to make-up field hours with approval*
  + Final Grades due – December 18, 2018
  + Commencement ceremonies | December 15, 2018
* **Spring Semester** | **January 14 - May 5, 2019**
  + Foundation & Concentration students begin their field experience at the same time |when the semester begins- week of January 14th
  + Martin Luther King Jr. Day observance - Monday, January 21, 2019 | University closed | No field allowed
  + Spring break is March 25 -31, 2019
  + Final Exams Week – May 6-12 | *opportunity to make-up field hours with approval*
  + Final Grades due – May 14, 2019
  + Commencement ceremonies | May 10-12 – *additional information closer to date*
* **Summer Semester | May 20 - August 18, 2019**
  + Foundation & Concentration students begin their field experience at the same time
  + Memorial day observed Monday, May 27, 2019 | University closed | No field allowed
  + Independence day observed Thursday, July 4, 2019 | University closed | No field allowed
  + Final Grades due - Tuesday, August 20, 2019
* MSW students are required to make up all missed field education time| program meets the CSWE minimum standard of required field hours
  + Grading Method = Pass/Fail (Credit/No Credit)
  + Four Hour blocks of field - minimum
* [UA Academic Calendar](http://www.uakron.edu/registrar/dates/semesterdates.dot)
* [UA Social Work Website](http://www.uakron.edu/socialwork/)
* [School of Social Work Field Calendar](http://www.uakron.edu/socialwork/field-education/field-calendars.dot)

**Field Processes | Procedures**

* [Field Manual](http://www.uakron.edu/socialwork/field-education/msw-field-forms.dot) 
  + Holiday Break
  + FAPE Placements – Field at Place of Employment-
  + Impact of Legal |Court History
  + Field Placement Disruption
  + Field Placement Success
* [Professional Liability Insurance](http://www.uakron.edu/socialwork/field-education/msw-field-forms.dot)
* [University- Organization Affiliation Agreements](http://www.uakron.edu/socialwork/field-education/field-instructor-documentation-support.dot)

**Professional Development**

* Field Instructor (*Agency-based*)
  + Primaryfield learning source
  + Orientation to agency and personnel
  + Assist in developing the Student Integrative Learning Contract
  + Provide **mandatory** weekly face-to-face supervision (minimum of one hour)
  + Assign appropriate tasks with gradual increase in responsibility and complexity
  + Provide on-going evaluation of student progress
  + Help learners’ transfer and integrate classroom knowledge into practical application (signature pedagogy)
* Faculty Liaisons (*University-based)*
  + Assigned faculty member serves as the university’s representative to the student and support for the agency
  + Overall responsibility for quality assurance of the field experience
  + Ensure that the field education objectives are being met
  + Assist the field instructor and student in achieving the objectives
  + One **mandatory**  site visit per semester

**Problem Resolution Procedures**

* [Refer to MSW Field Manual](http://www.uakron.edu/socialwork/field-education/msw-field-forms.dot)
* Remember- you are part of a [team](http://www.uakron.edu/socialwork/field-education/) that view problems as teaching/learning opportunities
* Be proactive and practice problem resolution with field instructor first, if unsuccessful, contact field faculty liaison, continued lack of success- immediately contact field contact person
* No changes of assigned field placement without meeting with your assigned field contact person