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**School of Social Work |Field Education  
Courage| Compassion |Competence**

**Undergraduate BA/BASW Social Work**

**Field Orientation- Part I**

**SECURING YOUR FIELD PLACEMENT/NAVIGATION**

**Part I: Field Education Website Navigation**

Use this document to familiarize yourself with navigating the field education section of the School of Social Work’s website. Directions: Upon completion of each step, place an X in the box next to the left of each step.

Step #1Go to the following URL address- SSW home page: [www.uakron.edu/socialwork/](http://www.uakron.edu/socialwork/)

Step #2 Select **Field Education** from the top of the Social Wok homepage

Step #3 Take a moment and review the Field Education page:  
Note who your field education contact person is for your registered program  
Note the categories of information (along the left side navigation bar and open each category):   
 Field Calendars

Field Instructor

Undergraduate | BA/BASW Field Education

Graduate Program | MSW Field Education

Step #4 Select & Click on **BA|BASW Field Education (left nave)**Take a moment and review the overall field content on this page and then narrow your view  
Notice the two main sections: **FIELD EDUCATION INFORMATION** and **FIELD EDUCATION FORMS**

Now focus ONLY on **FIELD EDUCATION INFORMATION**   
Locate and review the **Field Orientation Process** tab  
Locate and review the **Orientation Pre-Placement Activities** tab   
Locate and review the **Interview Preparation & Acknowledgement** tab

Locate and review the **Field Supports** tab

Locate and review the **Field Education Structure/Manual/Holiday Policy/Field Syllabi/Journal Outline** tab

Locate and review the **Social Work Licensing Information** tab

Step #5 Return to the main screen: **Field Education**

Step #6 Scroll down until you see Agency Roster

Step #7 Click on **Agency Roster** button

Step #8 Practice Searching (you have access to 200+ agencies across 18+ counties under 16 practice areas)  
**Search By** **Agency Name** – type the following agency name and search using the  
top Search button **International Institute of Akron** *-scroll to the bottom to view details of the search Note: Agency name, contact information, day or evening availability, and a  
description of the agency and services*

**Search by Program Type**- Select the most appropriate type- Hit the closest Search  
button-*scroll to the bottom for details (list of agencies matching your selection) Note: Your search may list program types outside of what you selected. This usually means that the agency accepts students from various program types. It is important that you check the program type carefully to ensure that your program type is listed when deciding to contact an agency for a field placement/practicum.*

**Search by** **Program Type & Agency County** – Select your program type and a  
county. *Scroll to the bottom for details Note: Your search may list program types outside of what you selected. This usually means that the agency accepts students from various program types. It is important that you check the program type carefully to ensure that your   
program type is listed when deciding to contact an agency for a field placement/practicum.*

**Search by Program Type, Agency County, & Agency Practice Areas** – Select  
 your Program type, a county and select two Practice Areas that may be of interest to you

*Note: Your search may list program types and practice areas outside of what you selected. It is important that you check the program type and practice area carefully to ensure that your program type and practice area is listed when deciding to contact an agency for a field placement/practicum.*

**Search All Agencies in the system** |Interested in seeing all the agencies in one long, alphabetized list ; Leave all search parameters blank and hit the Search button. Scroll down the page and note an alphabetical list of all agencies in the system.

Are you able to be a field student at an agency not on the list?  Yes or  No

**Learner Accountability**

I can locate the field education section of the social work website

I know how the BA/BASW Field Education Information & Forms page is formatted: preparing to enter field & once I am actually in my field experience- today, I am only focusing on preparing to enter field

I have a sense of field expectations from the BA/BASW Field Overview

I can locate & find my way around the Agency Roster

Step #9 It is time for a slight shift!

Step #10 Select/Click on **Field Calendars\***

Locate Undergraduate Field Calendars – Open semester you will enter field – review Field Calendar of Events/Expectations for field  
Identify date you begin your field education experience for the semester       
Identify date when you complete your field experience for the semester        
**I**dentify when you begin your field seminar experience- *Did you know your  
 seminar course is a hybrid course? You will spend ½ your time in a traditional  
 classroom setting & ½ your time completing online assignments without*   
*reporting to a traditional classroom setting.*

Step #11 Got to **BA/BASW Field Education** section and find and click on **Field Manual** which is under **the Field Education Information** section**\***Go to - Overview of Field Education- 1st paragraph only  
Go to - Mission Statement & Program Goals  
Go to - Field Placement Process  
Go to– Change in Field Placement  
Go to– Role & Responsibility of Agency  
Go to– Role & Responsibility of Student  
Go to– Role & Responsibility of Field Instructor (this is your field supervisor, employed by an agency in the field responsible for your development into an emerging social worker)

**Return to the School of Social Work Home page. On the top of the page, Select and click on **Field Education**.

Step #12 **Select/Click on** **Field Instructor Button** –

opens to the below three (3) areas: Field Instructor Advisory Meetings, Field Instructor Documentation| Support & Field Instructor Orientations

Select/Click on **Field Instructor Advisory Meetings**  
Note field advisory meetings are available for field instructors to provide the university with relevant input from the field

Select/Click on **Field Instructor Documentation | Support**  
Note this is relevant information to allow you, as the student to be a resource to your field instructor  
Note Agency Acceptance Forms  
Note Master Affiliation Agreement  
Note Field Instructor Orientation Overview- Part I  
Select/Click on **Field Instructor Orientations** (*This information should be shared with your field supervisor*)  
Note the need for all new field instructors to attend field instructor orientation  
Note field advisory meetings are available for field instructors to have conversations about their field experiences with students  
  
**Learner Accountability**

I can locate & I know the requirements for field identified on the BA/BASW Undergraduate Field Structure

I can locate the field calendar & have clarity on the dates representing field expectations & support for planning

I can locate & I know the role & importance of the Field Manual

I can locate & navigate the Field Instructor section in order to be a resource to my assigned field instructor/field agency

 **Final Step for Self-Paced Work**

Step #13 Select & Click on **BA|BASW Field Education**  
Step #14 Locate **Field Supports** tab  
Review Background Checks/Fingerprinting  
Review Immunization/Tuberculin Skin Testing  
Review Professional Liability Insurance

Step #15 Locate **Social Work Licensing Information**  
Review Social Work Trainee License

Step #16 Locate **Field Education Structure**

Review BASW Field Education Structure

Step #17 Locate/Select **Interview Preparation & Acknowledgement**

Review Sample Introductory Email to Prospective Field Agency/Instructor

Review Sample Interview questions  
 Review Sample Thank you note but I have chosen a different field placement

Review Sample Thank you note and I plan to intern at your agency

Review University of Akron’s Career Center

Step #18 Go to the left side of the page and locate two headings that are not listed under Field Education:

Step #19 **Student Organizations** – select & review social work organization for your campus/college

Step #20 **Faculty & Staff** - Select/Click on **Looking for Faculty Field Liaisons**   
Note Faculty Field Liaisons button under and Green button on page- Select/Click on Faculty **Field Liaisons** and note that this is the group of faculty identified to function as field liaisons. One of these faculty will be assigned to you. Our goal is to assign the same liaison for the entire time you are in field.

**Section II: Documentation required to enter field education**

**Field documentation required to enter your field education experience   
[Note: The below documents are listed under **BA/BASW Field Education Information Forms** in the section titled: **Field Education Forms** and selectthe tab **Forms You Need Before Starting Enter Field Education**]

Locate, Select, & Open **Undergraduate Application for field** (*This document is completed for each field placement*)

Locate, Select, & Open **Prior to Interview Choice Form** (Remember*, you are not limited to these two agencies*)

Locate, Select, & Open **After Interview Choice Form** (*This document is completed once two interviews are completed- first choice & second choice – this MUST be received in order to match student learner to field agency*)

Locate, Select, & Open **Agency Acceptance Form** (*This document is electronically signed and submitted by the field agency contact to state their confirmation to accept the student as a field intern for two consecutive semester*)

Locate, Select, & Open **Field at Place of Employment Proposal – FAPE Form** (*field  
 placement is also possible at a student’s employment site. This is possible but must follow specific rules to protect your role as a learner, a student.*)

Locate, Select, & Open **FERPA Form** (Family Educational Rights and Privacy Act (*also  
 referred to as the Buckley Amendment) and is a federal law designed to protect the   
 privacy of student education records. Establish the right of students to inspect and  
 review their education records.)*

Locate, Select, & Open **Field Manual | Code of Ethics Acknowledgement Form** (*Accountability of policies & procedures and social work’s principles, values, &  
 standards – ethical issues & dilemmas*)

Locate, Select, & Open **Agency Response Sheet**

**Next… Student Agreement Field Signature Page!**  Upon completion of Section I & II, complete and submit Student Agreement Field Signature Page. You, the incoming field student, will provide your signature acknowledging your familiarity with field education through the navigation of the field section of the social work website.