**School of Social Work and Family Sciences | Field Education  
Courage| Compassion| Competence**

**Graduate Social Work   
 Field Orientation-   
part I:   
Securing your field placement/  
Navigation**

**Section I: Field Education Website Navigation**

Use this document to familiarize yourself with navigating the field education section of the School of Social Work and Family Services website… *Please take this opportunity and do not rush through this section.* Doing so now will save time in the future.  
Directions: Upon completion of each step, place an X in the box next to the left of each step.

Step #1 Go to the following URL address- School of Social Work and Family Sciences home page: [www.uakron.edu/socialwork/](http://www.uakron.edu/socialwork/)

**

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

Step #3 Take a moment and review the Field Education page:

Welcome

Note who your field education contact person is for your registered program  
Note the categories of information and open each category:

Field Calendars

Field Instructor

BA/BASW Field Education

MSW Field Education

Step #4 Note, the subject areas listed under the **Field Education** section  
 [Field Calendars, Field Instructor, Undergraduate (BA/BASW) program & Graduate (MSW) information] can be accessed on to the left side of the page (left nave)

Step #5 Select & Click on **MSW Field Education (left nave)**Take a moment and review the overall field content on this page and then narrow your view

Review the **Field Education Information** section  
Locate and review the **Orientation Pre-Placement Activities** tab: make sure you review the Field Education Basics in a Flash for the current year, Graduate Field Education Structure, MSW Field Orientation Quick Overview, MSW Orientation Notes for your appropriate program.  
Locate and review the **Interview Process & Acknowledgement** tab  
Locate and review the **Field Supports** tab  
Locate and review the **Field Education Structure/Manual/Field Syllabi** tab  
Locate and review the **Social Work Trainee License** tab

Locate and review the **MSW Licensure Exam Prep Information** tab

Review the **Field Education Forms** section

Locate and review the **Forms You Need Before Staring Field Education** tab

Locate and review the **Forms You Need While in Field Education** tab

Locate and review the **Other Field Feedback Forms** tab

Step #6 Scroll back to main **FIELD EDUCATION** page

Step #7 Scroll down until you see Agency button

Step #8 Click on **Agency** button

Step #9 Practice Searching (you have access to 200+ agencies in 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.

**Please Note:** If you are interested in pursuing a field placement with an agency not found on the agency roster, you must immediately contact the MSW field coordinator to discuss the process for the review and approval of a new agency to the list.

**Student Accountability: Please read and check:**

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

I know how the MSW 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 MSW Field Overview & Generalist (Foundation)/Specialist (Concentration) Notes

I can locate & find my way around the Agency Roster

Step #10 It is time for a slight shift!   
Return to the School of Social Work and Family Sciences Home page. On the top of the page, Select and click on **Field Education**.

**

Select **MSW Program** – go to **Field Education Forms** category and then click on **Forms You Need Before Starting Field Education.** Review the forms.

Step #11 Select/Click on **Field Education Structure** (Design)\* under **Field Education Information** section – review expectations for field  
Note the total number of field hours per semester required for your program type       
Note the number of minimum weekly hours        
Note supervision requirements   
Note required faculty field liaison visit

Step #12 Find and Select/Click on **Field Manual\***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– 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)

**Step #13 Return to the School of Social Work and Family Sciences Home page. On the top of the page, Select and click on **Field Education**.

Step #14 Find and Select/Click on **Field Calendars\***   
Locate Graduate (MSW) Field Calendar  
Note when you begin your field education experience for the semester        
Note when you complete your field experience for the semester

Step #15 **Select/Click on** **Field Instructor Button** - opens to the below three (3) categories: 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

**Student Accountability**

I can locate & I know the requirements for field identified on the MSW 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 #16 Select & Click on **MSW Field Education**

Step #17 Locate **Field Supports tab**  
Review Background Checks/Fingerprinting  
Review Immunization/Tuberculin Skin Testing  
Review Professional Liability Insurance

Step #18 Locate **Social Work Trainee License**  
Review Social Work Trainee License

Step #19 Locate/Select **Interview Process & Acknowledgement**

Sample Introductory Email to Prospective Field Agency/Instructor  
 Sample Interview questions  
 Sample Thank you note but I have chosen a different field placement  
 Sample Thank you note, and I plan to intern at your agency  
 University of Akron’s Career Center

Close Field Education Section and navigate to the **Social Work Home Page**

Step #20 Return to the left side of the page (left nave) and locate two headings that are not listed under Field Education:

Step #21 **Student Life -** select **Student** **Organizations** – select & review social work organizations.

Step #22 **Faculty & Staff** - Select/Click on **Faculty & Staff**  
Note Faculty Field Liaisons button under and Green button on page- Select/Click on tab **Looking for 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 **MSW Field Education** in the section titled: **Field Education Forms –** select tab **Forms You Need Before Starting Field Education**]

Locate, Select, & Open **Graduate Field Application Packet** (*This packet is completed for each field placement*). The following is included in the Field Application Packet:

**Graduate Field Application**

**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.)*

**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 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 and student.*)

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 and family sciences website.