Step #1 Awareness of Expectations

Attend two Mandatory Field Orientation Meetings in the Polsky Building- *students are required to attend the entire orientation in order to receive credit for attending the orientation- no partial credit given.* ***Attendance required at both orientations in order to attend field education.***

* **Part I** – **Friday, September 30, 2016** **∞ 9 a.m. to 11:00 a.m**. **or** **12 noon**. **∞** The Polsky Building **∞**Room 411, Social Work Computer Lab
* **Part II** –**Friday, November 18, 2016** **∞ 9 a.m. to 11:00 a.m**. **or** **12 noon -2:00 p.m.** The Polsky Building **∞**Room 411, Social Work Computer Lab

*Submit your completed Field application prior to attending Part I Field Orientation*

*All field education information is available online*: [www.uakron.edu/socialwork/](http://www.uakron.edu/socialwork/) or

<http://www.uakron.edu/socialwork/field-education/>

Timeline at a glance

Undergraduate Field Application – ***due electronically prior to 9.30.16|Part I Orientation***

Academic Advisor Field Eligibility Form **9.30.16** collected at beginning of Part I Field Orientation

Field Agency Prior to Interview Choice Form **10.14.16**

FERPA Field Placement Disclosure Form **10.14.16**

Field Manual/Code of Ethics Acknowledgment **10.14.16**

Field Agency After Interview Choice Form **11.14.16**

BASW Agency Acceptance Form (2) **11.14.16**

BASW Field at Placement of Employment Proposal (FAPE) **11.14.16**

Agency Response Sheet **11.14.16**

Field Agreement **11.18.16**



Step #2 Accountability – Academic Readiness

Submit to Field Office by **Friday,** **September 30, 2016 [Submit electronically prior to field orientation]**

[ ] Field Eligibility Form -**Completed and signed** by Student and Academic Advisor



Step #3 Accountability – Field Readiness

Review academic & life schedule and ask self the following questions to begin purposefully thinking about your field readiness:

[ ] Do I have the dedicated time needed for a field experience? (i.e. 15 hours per week or 22.5 hours per week)

[ ] Am I able to rearrange my life schedule to add a field experience which requires development time in and out of my field placement in order for me to cultivate my skill set?

[ ] Am I willing to sharpen my organization skills to complete and submit field documents in a timely fashion, with minimal reminders which mirrors requirements as a practicing social worker?

[ ] Am I willing to be temporarily uncomfortable as I learn a new or different aspect of my craft?
(move from unconsciously unskilled to consciously skilled)?

Step #4 Research and then Do!

**Contact agencies** *(Approval upon completing Part I of two-part Field Orientation)*

[ ] Set-up interviews when contacting agencies

[ ] Field-at-Place-of-Employment (FAPE) applicants must also interview and obtain/submit

an Agency Acceptance Form

[ ] Agency roster is located Online- <http://www.uakron.edu/socialwork/field-education/basw-info-forms.dot>



Step #5 Field Documentation to ensure systems run effectively

Electronically submit to Field Office by **Friday, October 14, 2016 by 11:30 p.m.**

[ ] Field Agency Prior to Interview Choice Form (*note: Prior to interviews, does not require that interview is scheduled*)

[ ] FERPA Disclosure Form

[ ] Field Manual/Code of Ethics Acknowledgement

Electronically submit to Field Office by **Friday, October 14, 2016 by 11:30 p.m.**



Step #6 Visible Outcome of behind-the-scenes work

Submit to Field Office by **Monday, November 14, 2016**

1. Field Agency After Interview Choice Form- All Interviews completed and documented on this form; First choice is where student is most interested; Second choice is acceptable to student if the first choice is not an option
2. Agency Acceptance Form(s)- Agencies agree for the student to come to their agency and develop social work competencies
3. Field-at-Place-of-Employment Proposals *(if applicable*)- Student works at the same agency they want to have a field placement AND a narrative proposal explains/approves the separation between employment and field placement
4. Agency Response Sheet *–* a description of student experiences in securing a field placement

Step #7 Celebration of path toward Goal Achievement

Final Student/Agency Assignments by **Thursday, November 17, 2016**

Assignments posted on the Field Education Department’s bulletin board (*411K, 407, The Polsky Building*)

Assignments distributed via email (*confirm Field Contact has an accurate email address for yo*u)



Step #8 Awareness of Expectations – Documentation &
 Professionalism

 **Part II Field Orientation - Friday, November 18, 2016** ***register online***

 9 a.m. -11 a.m. **or** 12 noon – 2:00 p.m.

 The Polsky Building, Room 411, Social Work Computer Lab

***Goal:***

* Voices from *the Field*
* Learn how to complete three major field documents: Time/Task Log, Student Integrative Learning Contract & Student Evaluation
* Practice completing three major field documents
* Awareness of the Do’s and Don’ts of successful Field Placements
* Learn the role & expectations of the Seminar Course- the bridge course to provide clarity to field experience



Step #9 Accountability - Field Agreement

Submit to Field Office by ***To Be Announced*** the UA School of Social Work Field Agreement

*Please contact Professor Naomi White with any questions you may have either about this schedule or about the Field Education Program****.*** *Thank you.* ***You are on your way. Congratulations! (330-972-5978);*** ***naomi1@uakron.edu***