



### 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**

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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!**

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**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**

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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, March 11, 2016 by 11:30 p.m.**



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

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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



## Undergraduate Field Orientation Schedule: Entering Field in Spring 2017| Akron Campus

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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***

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Final Student/Agency Assignments by **Thursday, April 7, 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 you*)



### **Step #8**

### ***Awareness of Expectations – Documentation & Professionalism***

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#### **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***

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Submit to Field Office by **Friday, April 22, 2016** 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](mailto:naomi1@uakron.edu)**