



MSW Field Education Application Orientation Schedule – Entering Concentration

Directions: This document is for master level social work students **continuing** their field education experience. **[If you have already completed one master level field placement, please follow this schedule].**

Schedule at a glance

- Attend Scheduled Field Education Orientation – LKWD: **Wednesday, February 07, 2018 5:00-7:00 p.m.;**
AC: **Friday, February 09, 2018, 1:00 p.m. – 3:00 p.m.**
 - Review MSW Field Education Application Orientation Schedule- **this document**
 - Review Power Point Presentation: MSW Field Orientation Quick Review-**During Field Orientation**
 - Review Field Education Orientation Notes: *Concentration Students Only*- **During Field Orientation**
 - Complete and Submit a MSW Field Education Application – **Friday, March 09, 2018**
 - Complete and Submit a FERPA Disclosure Form- **Friday, March 09, 2018**
 - Complete and Submit a Field Manual/Code of Ethics Acknowledgement- **Friday, March 09, 2018**
 - Review Agency Roster-**Student driven**
 - Complete and Submit Field Agency Prior to Choice Form- **Friday, March 09, 2018**
 - Begin contacting prospective field agencies to set-up interviews- **Student driven**
 - Complete Interview process (*a minimum of two interviews per student*)-**Friday, April 20, 2018**
 - Complete & Submit After Interview Choice Form- **Friday, April 20, 2018**
 - Complete & Submit Field-at-Place-of-Employment Proposal (FAPE), *if applicable*- **Friday, April 20, 2018**
 - Complete & Submit Agency Acceptance Form(s) - **Friday, April 20, 2018**
- Agency Acceptance Forms submitted by **Friday, April 20, 2018.**
 - Final list of students & field assignments posted on the Field Education Department’s various bulletin boards (*411K, Polsky Building*), Lakewood Campus (*location TBD*), and e-mailed to all prospective students by **Friday, April 27, 2018.**
 - Complete and submit all field education materials to **Professor Becky Thomas** – in person *415D, The Polsky Building* or electronically fieldsocialwork@uakron.edu;

All Field Education documentation online at www.uakron.edu/socialwork/

- **Click** on Field Education on the left side of the page **then**
- **Click** on MSW Field Education Information Forms **then**
- **Scroll** down to Field Application Process Schedule and Forms **and** you are where you are supposed to be.

Remember- the following field documentation is needed to ensure your successful transition into your field education experience:

1. MSW Field Application
2. FERPA Disclosure form
3. Field Manual/Code of Ethics Acknowledgement
4. Field Agency Prior to Choice Form
5. Field Agency After Interview Choice Form
6. Field-at-Place-of-Employment Proposal (FAPE) (if applicable)
7. Agency Acceptance Form

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