



### Field Learners

- Graduate Foundation Learners (Learners beginning their *first* field placement)
  - 200 hours per Semester | 400 hours Academic Year
  - 16 Hours per week
- Graduate Concentration Students (Advanced Standing learners-*first* placement or learners beginning their *second* field placement)
  - 250 hours per Semester | 500 hours Academic Year
  - 17 Hours per week
- Familiarity with competencies | Clarity on learning outcomes: [Engage](#), [Assess](#), [Intervene](#), [Evaluate](#) | 4 core social work skills

### Field Requirements

- Two consecutive semesters | In the same agency
- **Fall Semester | August 27 -December 9, 2018**
  - Foundation students begin their field experience week of September 10<sup>th</sup>- three weeks into the semester, yet end at the same time as concentration students
  - Concentration students begin their field experience week of August 27<sup>th</sup>
  - Labor day observance – Monday, Sept 3, 2018 | University closed | No field allowed
  - Thanksgiving recess observed – Nov 22-25, 2018 | University closes @ 5p.m. Wednesday | No field allowed
  - Final Exams Week – Dec 10-16 | *opportunity to make-up field hours with approval*
  - Final Grades due – December 18, 2018
  - Commencement ceremonies | December 15, 2018
- **Spring Semester | January 14 - May 5, 2019**
  - Foundation & Concentration students begin their field experience at the same time |when the semester begins- week of January 14<sup>th</sup>
  - Martin Luther King Jr. Day observance - Monday, January 21, 2019 | University closed | No field allowed
  - Spring break is March 25 -31, 2019
  - Final Exams Week – May 6-12 | *opportunity to make-up field hours with approval*
  - Final Grades due – May 14, 2019
  - Commencement ceremonies | May 10-12 – *additional information closer to date*



- **Summer Semester | May 20 - August 18, 2019**
  - Foundation & Concentration students begin their field experience at the same time
  - Memorial day observed Monday, May 27, 2019 | University closed | No field allowed
  - Independence day observed Thursday, July 4, 2019 | University closed | No field allowed
  - Final Grades due - Tuesday, August 20, 2019
- MSW students are required to make up all missed field education time | program meets the CSWE minimum standard of required field hours
  - Grading Method = Pass/Fail (Credit/No Credit)
  - Four Hour blocks of field - minimum
- [UA Academic Calendar](#)
- [UA Social Work Website](#)
- [School of Social Work Field Calendar](#)

### Field Processes | Procedures

- [Field Manual](#)
  - Holiday Break
  - FAPE Placements – Field at Place of Employment-
  - Impact of Legal | Court History
  - Field Placement Disruption
  - Field Placement Success
- [Professional Liability Insurance](#)
- [University- Organization Affiliation Agreements](#)

### Professional Development

- Field Instructor (*Agency-based*)
  - Primary field learning source
  - Orientation to agency and personnel
  - Assist in developing the Student Integrative Learning Contract
  - Provide **mandatory** weekly face-to-face supervision (minimum of one hour)
  - Assign appropriate tasks with gradual increase in responsibility and complexity
  - Provide on-going evaluation of student progress
  - Help learners' transfer and integrate classroom knowledge into practical application (signature pedagogy)



- Faculty Liaisons (*University-based*)
  - Assigned faculty member serves as the university's representative to the student and support for the agency
  - Overall responsibility for quality assurance of the field experience
  - Ensure that the field education objectives are being met
  - Assist the field instructor and student in achieving the objectives
  - One **mandatory** site visit per semester

### Problem Resolution Procedures

- [Refer to MSW Field Manual](#)
- Remember- you are part of a [team](#) that view problems as teaching/learning opportunities
- Be proactive and practice problem resolution with field instructor first, if unsuccessful, contact field faculty liaison, continued lack of success- immediately contact field contact person
- No changes of assigned field placement without meeting with your assigned field contact person