**Directions:** This document is for entering master level foundation social work students at our Lakewood campus beginning their field education experience for the first time in January, 2018.

Schedule at a glance

[ ]  Attend Scheduled Field Education Orientation – **As scheduled**

[ ]  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: *Foundation Students Only-* **During Field Orientation**

[ ]  Complete and Submit a MSW Field Education Application – **Friday, December 15, 2017**

[ ]  Complete and Submit a FERPA Disclosure Form- **Friday, December 15, 2017**

[ ]  Complete and Submit a Field Manual/Code of Ethics Acknowledgement- **Friday, December 15, 2017**

[ ]  Review Agency Roster -**Student driven**

[ ]  Complete and Submit Field Agency Prior to Choice Form- **Friday, December 15, 2017**

[ ]  Begin contacting prospective field agencies to set-up interviews- **Student driven**

[ ]  Complete Interview process (*a minimum of two interviews per student*)-**Friday, January 12, 2018**

[ ]  Complete & Submit After Interview Choice Form- **Friday, January 12, 2018**

[ ]  Complete & Submit Field-at-Place-of-Employment Proposal (FAPE), *if applicable-* **Friday, January 12, 2018**

[ ]  Complete & Submit Agency Acceptance Form(s) - **Friday, January 12, 2018**

* Agency Acceptance Forms submitted by **Friday, January 12, 2018**
* Final list of students & field assignments posted on the Field Education Department’s various bulletin boards (*411K, Polsky Building*), Springboard site, and e-mailed to all prospective students by **Tuesday, January 16, 2018*.***
* Complete and submit all field education materials to **Professor Becky Thomas** – in person *415D, The Polsky Building or electronically* **bthomas@uakron.edu / fieldsocialwork@uakron.edu****;**

**All Field Education documentation is online at** [**www.uakron.edu/socialwork/**](http://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 Forms (2)

***Field Contact for Lakewood students:*** *Professor Becky Thomas* Bthomas@uakron.edu *330-972-5682*