



MSW Field Education Application Orientation Schedule- *Lakewood Students Only*

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/

- **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)

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