**Directions:** This document is for master level social work students **entering** their field education experience for the first time in the UA School of Social Work. **Rolling Admission Schedule- Fall 2016**

Schedule at a glance

Attend Scheduled Field Education Orientation – **Saturday, July 30, 2016**

Review MSW Field Education Application Orientation Schedule- **During Field Orientation**

Review Power Point Presentation: MSW Field Orientation Quick Review-**During Field Orientation**

Complete and Submit a MSW Field Education Application – **Sunday, August 7, 2016**

Review Agency Roster - **Student driven- ongoing**

Complete and Submit Field Agency Prior to Choice Form- **Sunday, August 7, 2016**

Begin contacting prospective field agencies to set-up interviews-   
 **After Orientation & Preferably submission of Prior to Choice Form**

Complete and Submit a FERPA Disclosure Form- **Sunday, August 14, 2016**

Complete and Submit a Field Manual/Code of Ethics Acknowledgement- **Sunday, August 14, 2016**

Complete Interview process (*a minimum of two interviews per student*) - **Sunday, August 21, 2016**

Complete & Submit After Interview Choice Form- **Wednesday, August 24, 2016**

Complete & Submit Field-at-Place-of-Employment Proposal *(FAPE*), *if applicable-* **Wed, August 24, 2016**

Complete & Submit Agency Acceptance Form(s) – **Wed, August 24, 2016**

* Agency Acceptance Forms submitted by **Wed., August 24, 2016**

[Field placement should be secured by this date-☺]

* Final list of students & field assignments posted on the Field Education Department’s various bulletin boards (*411K, Polsky Building*), and e-mailed to all prospective students by **Friday, August 26, 2016*.***
* Complete and submit all field education materials electronically to **Professor Naomi White** –[**fieldsocialwork@uakron.edu**](mailto:fieldsocialwork@uakron.edu)**;**

***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 Akron campus Foundation students:***Professor Naomi White [naomi1@uakron.edu](mailto:naomi1@uakron.edu) 330-972-5978