**Field Learners**

* Graduate Generalist/Foundation (Students beginning their ***first*** field placement)
	+ 200 hours per Semester|400 hours Academic Year
	+ 16 Hours per week in fall and spring | 17.5 Hours per week in summer
* Graduate Specialist/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 28 - December 9, 2023**
	+ Generalist (Foundation and Specialist (Concentration) students begin their field experience week of August 28th
	+ Labor Day observance – Monday, Sept 4, 2023 |University closed | **No field allowed**
	+ Thanksgiving recess observed – Nov 23-Nov 26, 2023|University closes @ 4p.m. Wednesday, Nov. 24 | **No field allowed**
	+ Final Exams Week – Dec 11-17 | *opportunity to make-up field hours with approval*
	+ Final Grades due – December 19, 2023
	+ Commencement ceremonies | TBD - *additional information closer to date*
* **Spring Semester** | **January 16 - May 4, 2024**
	+ Generalist (Foundation and Specialist (Concentration) students begin their field experience week of January 16th
	+ Martin Luther King Jr. Day observance - Monday, January 15, 2024 | University closed | **No field allowed**
	+ Spring break is March 25 -31, 2024 | No field allowed *except with prior approval due to extenuating circumstances*
	+ Final Exams Week – May 6-12, 2024 | *opportunity to make-up field hours with approval*
	+ Final Grades due – May 14, 2024
	+ Commencement ceremonies | TBD – *additional information closer to date*
* **Summer Semester | May 20 – August 17, 2024**
	+ Students begin their field experience (if offered) at the same time course begin
	+ Memorial Day observed Monday, May 27, 2024 | University closed | **No field allowed**
	+ Independence Day observed Monday, July 4, 2024 | University closed | **No field allowed**
	+ Final Grades due - Tuesday, August 20, 2024
* MSW students are required to make up all missed field education time| program meets the CSWE minimum standard of required field hours
	+ Grading Method = Credit/No Credit (Pass/Fail)
	+ Four Hour blocks of field – minimum unless otherwise approved by field contact person
* [UA Academic Calendar](http://www.uakron.edu/registrar/dates/semesterdates.dot)
* [UA Social Work and Family Sciences Website](http://www.uakron.edu/socialwork/)
* [School of Social Work Field Calendar](http://www.uakron.edu/socialwork/field-education/field-calendars.dot)

**Field Processes | Procedures**

* If a student is required to do orientation prior to the start of field, please contact your field contact person on how to get approval.
* [Field Manual](http://www.uakron.edu/socialwork/field-education/msw-field-forms.dot)
	+ Holiday Break
	+ FAPE Placements – Field at Place of Employment-
	+ Impact of Legal |Court History
	+ Field Placement Disruption
	+ Field Placement Success
* [Professional Liability Insurance](http://www.uakron.edu/socialwork/field-education/msw-field-forms.dot)
* [University- Organization Affiliation Agreements](http://www.uakron.edu/socialwork/field-education/field-instructor-documentation-support.dot)

**Professional Development**

* Field Instructor (*Agency-based*)
	+ Primaryfield 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](http://www.uakron.edu/socialwork/field-education/msw-field-forms.dot)
* Remember- you are part of a [team](http://www.uakron.edu/socialwork/field-education/) 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