

## MSW Foundation Field Education Orientation Notes

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### Social Work Learners,

Please find below a checklist to assist you as you move into your foundation year of your field placement. This checklist should be used in conjunction with the timeframes of completion as indicated in your MSW Field Orientation on Brightspace. We hope this will support your journey of discovering the field placement perfect for you as we know there is no perfect field placement. Since there is no particular order to this checklist, please read the entire document prior to beginning your field search.

- Review Online Orientation. Remember you have two weeks from the start of the orientation to complete the first part of the documents and begin field. The balance of forms are due six weeks after you begin your field search
- Submit Field Education paperwork (See Brightspace online orientation for details).
- Procure Field Instructor with a MSW or MSSA degree AND two (2) years post-degree conferral AND a minimum of one (1) year at the agency
- Begin agency interview process immediately AFTER completing Part 1 orientation online.
- Be aware that field assignments will be made the final week of the semester you seek field.
- A foundation learner is searching for a Foundation Placement only
- Note Purpose of field is the integration of theory with practice and learning new agency-based practice
- Foundation field = 200 hours per semester; 16 hours per week
- Field education concentration MUST match course concentration indicated by the Agency roster you review (Micro or Macro)
- Foundation Field = Three (3) required Learning Areas: Direct Practice, Service Impact & Professional Learning (See Student Learning Contract)
- Field placement is in the same agency, two (2) consecutive semesters
- You begin your first field semester two (2) weeks after classes begin (if it is fall semester). All other semesters you begin field at the same time as classes begin (see MSW Field Calendar)
- No field allowed over holidays or semester breaks

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- All missed field times MUST be made-up within the semester
- Must write Field at Place of Employment (FAPE) Proposal if doing concentration field where you work, specifying field time in blocks of minimum of three (3) hours or more. *Remember: Field activities must be different from work activities. Field instructor must be different from work supervisor.*
- Note on Prior to Interview Form if exploring agency not in the roster
- Forward Agency Acceptance form as needed to the agency you accept a placement from.
- Dress as for a job interview (you are presenting your Professional self and representing the University of Akron)
- Update your resume as needed
- Review the Interview Process and Acknowledgement section on the field education website for interview question preparation
- Review Mock Email as your develop and send your professional introduction to agencies
- Take time to think about what you want to learn: skills, problem-solving, population to work with, problem(s) area, value/ethic conflicts
- When interviewing, talk about the 16 hours of concentration learning each week, mutuality of schedules, any need for liability insurance, physicals, background checks, costs to you, required orientations
- Communicate your appreciation for any interview with both a verbal AND written thank you to each agency where you interviewed.

### Questions –

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