

**School of Social Work |Field Education
Courage| Compassion |Competence**

**Undergraduate BA/BASW Social Work**

**Field Orientation- Part I**

**SECURING YOUR FIELD PLACEMENT/NAVIGATION**

**Part I: Field Education Website Navigation**

Use this document to familiarize yourself with navigating the field education section of the School of Social Work’s website. Directions: Upon completion of each step, place an X in the box next to the left of each step.

Step #1Go to the following URL address- SSW home page: [www.uakron.edu/socialwork/](http://www.uakron.edu/socialwork/)

Step #2 Select **Field Education** from the top of the Social Wok homepage

Step #3 Take a moment and review the Field Education page:
[ ] Note who your field education contact person is for your registered program
[ ] Note the categories of information (in the center of the page and open each category):
 [ ] Undergraduate | BA/BASW Field Education Program

 [ ] Graduate Program | Master Field Education Program

 [ ] Field Instructor | Task Supervisor

 [ ] Faculty Field Liaisons

Step #4 Note the subject areas listed under the **Field Education Information** section
 [Undergraduate program, Graduate program, & Field Instructor information] can
 be accessed on to the left side of the page (left nave)
 Note: Faculty Field Liaison section cannot be accessed from the left side of the page
 (left nave)

Step #5 Select & Click on **BA|BASW Field Education Information and Forms (left nave)**[ ] Take a moment and review the overall field content on this page and then narrow your view
[ ] Locate the Field Orientation Schedule for your registered program
[ ] Locate Field Orientation process & dates for Part II of your registered program
[ ] Locate the Foundation and Concentration notes
[ ] Select the one most appropriate for your registered program
 [ ] Foundation (a graduate student in their first- year of our two year or four-year
 part-time program)
 [ ] Concentration (a graduate student coming in as an Advanced Standing student or
 in their second year of our full-time or fourth year of our part-time program)

Locate the **four** titles that divide this page to help you quickly navigate to the
 most appropriate section to address your question

[ ] Upcoming Field Orientations Schedule

[ ] Students preparing to enter Field Education

[ ] Students currently in their Field Placement/Practicum
[ ] Other Field Feedback Forms

Step #6 Scroll to section: **Students preparing to enter Field Education**

Step #7 Scroll down until you see Agency Roster

Step #8 Click on **Agency Roster** button

Step #9 Practice Searching (you have access to 200+ agencies in 18 counties under 16 practice areas
[ ] **Search By** **Agency Name** – type the following agency name and search using the
top Search button **International Institute of Akron** *-scroll to the bottom to view details of the search Note: Agency name, contact information, day or evening availability, and a
description of the agency and services*

[ ] **Search by Program Type**- Select the most appropriate type- Hit the closest Search
button-*scroll to the bottom for details (list of agencies matching your selection) Note: Your search may list program types outside of what you selected. This usually means that the agency accepts students from various program types. It is important that you check the program type carefully to ensure that your program type is listed when deciding to contact an agency for a field placement/practicum.*

[ ] **Search by** **Program Type & Agency County** – Select your program type and a
county. *Scroll to the bottom for details Note: Your search may list program types outside of what you selected. This usually means that the agency accepts students from various program types. It is important that you check the program type carefully to ensure that your
program type is listed when deciding to contact an agency for a field placement/practicum.*

[ ] **Search by Program Type, Agency County, & Agency Practice Areas** – Select
 your Program type, a county and select two Practice Areas that may be of interest to you

*Note: Your search may list program types and practice areas outside of what you selected. It is important that you check the program type and practice area carefully to ensure that your program type and practice area is listed when deciding to contact an agency for a field placement/practicum.*

[ ] **Search All Agencies in the system** |Interested in seeing all the agencies in one long, alphabetized list ; Leave all search parameters blank and hit the Search button. Scroll down the page and note an alphabetical list of all agencies in the system.

[ ] Are you able to be a field student at an agency not on the list? [ ]  Yes or [ ]  No

**Learner Accountability**

[ ] I can locate the field education section of the social work website

[ ] I know how the BA/BASW Field Education Information & Forms page is formatted: preparing to enter field & once I am actually in my field experience- today, I am only focusing on preparing to enter field

[ ] I have a sense of field expectations from the BA/BASW Field Overview

[ ] I can locate & find my way around the Agency Roster

Step #10 It is time for a slight shift!
Return to the School of Social Work Home page. On the top of the page, Select and click on **Field Education**

Step #11 Select **Undergraduate BA/BASW Program Button** - Accordion opens to the below 8 categories. You recently left the BA/BASW Field Education Information & Forms. Note that the Agency Roster was listed in this section and for your convenience, you will also find it located in this section. Now move to Field Education Structure and Field Calendars.

* [Agency Roster](http://www.uakron.edu/socialwork/agency-search.dot)
* [Agency Acceptance Form | Social Work All Programs Field Placement Agency Acceptance Form](http://www.uakron.edu/socialwork/docs/msw/SocialWorkAllProgramFieldPlacementAcceptanceForm.docx)
* [BA/BASW Field Education Information & Forms](https://www.uakron.edu/socialwork/field-education/basw-info-forms.dot)
* [BA/BASW Field Education Structure](http://www.uakron.edu/socialwork/docs/basw/UndergraduateFieldEducationStructureRevised.pdf)
* [BA/BASW Field Manual](http://www.uakron.edu/socialwork/field-education/BASWFieldManual2017.pdf)
* [Field Calendars](http://www.uakron.edu/socialwork/field-education/field-calendars.dot)
* [Field Documents Submission Process](http://www.uakron.edu/socialwork/docs/msw/ElectronicFieldSubmissionrev.pdf)

Step #12 Select/Click on **Field Calendars\***

[ ] Locate Undergraduate Field Calendars – Open semester you will enter field – review Field Calendar of Events/Expectations for field
[ ] Identify date you begin your field education experience for the semester
[ ] Identify date when you complete your field experience for the semester
[ ] **I**dentify when you begin your field seminar experience- *Did you know your
 seminar course is a hybrid course? You will spend ½ your time in a traditional
 classroom setting & ½ your time completing online assignments without*
*reporting to a traditional classroom setting.*

Step #13 Select/Click on **Field Manual\***[ ] Go to - Overview of Field Education- 1st paragraph only
[ ] Go to - Mission Statement & Program Goals
[ ] Go to - Field Placement Process
[ ] Go to– Change in Field Placement
[ ] Go to– Role & Responsibility of Agency
[ ] Go to– Role & Responsibility of Student
[ ] Go to– Role & Responsibility of Field Instructor (this is your field supervisor, employed by an agency in the field responsible for your development into an emerging social worker)

**Return to the School of Social Work Home page. On the top of the page, Select and click on **Field Education**.

Step #14 **Select/Click on** **Field Instructor Button** - Accordion opens to the below 9 categories. Let us now move to Field Instructor Advisory Meetings, Field Instructor Documentation| Support & Field Instructor Orientations

* [Agency Roster](http://www.uakron.edu/socialwork/agency-search.dot)
* [Agency Acceptance Form |Social Work All Programs Field Placement Agency Acceptance Form](http://www.uakron.edu/socialwork/docs/msw/SocialWorkAllProgramFieldPlacementAcceptanceForm.docx)
* [BA|BASW Field Education Structure (Design)](http://www.uakron.edu/socialwork/docs/basw/UndergraduateFieldEducationStructureRevised.pdf) | [MSW Field Education Structure (Design)](http://www.uakron.edu/socialwork/docs/msw/GraduateFieldEducationStructureRevised.docx.pdf)
* [Field Calendars](http://www.uakron.edu/socialwork/field-education/field-calendars.dot)
* [Field Document Submission Process](http://www.uakron.edu/socialwork/docs/msw/ElectronicFieldSubmissionrev.pdf)
* [Field Instructor Advisory Meetings](http://www.uakron.edu/socialwork/field-education/field-instructor-advisory-meetings.dot)
* [Field Instructor Documentation | Support](http://www.uakron.edu/socialwork/field-education/field-instructor-documentation-support.dot)
* [Field Instructor Orientations](https://www.uakron.edu/socialwork/field-education/instructors.dot)
* Field Manuals | [Undergraduate (BA/BASW)](http://www.uakron.edu/socialwork/docs/basw/BASWFieldManual.pdf); [Graduate (MSW)](http://www.uakron.edu/socialwork/docs/msw/MSWFieldManualCSWErev.docx)

[ ] Select/Click on **Field Instructor Advisory Meetings**
[ ] Note field advisory meetings are available for field instructors to provide the university with relevant input from the field

[ ] Select/Click on **Field Instructor Documentation | Support**
[ ] Note this is relevant information to allow you, as the student to be a resource to your field instructor
[ ] Note Agency Acceptance Forms
[ ] Note Master Affiliation Agreement
[ ] Note Field Instructor Orientation Overview- Part I
[ ] Select/Click on **Field Instructor Orientations** (*This information should be shared with your field supervisor*)
[ ] Note the need for all new field instructors to attend field instructor orientation
[ ] Note field advisory meetings are available for field instructors to have conversations about their field experiences with students

**Learner Accountability**

[ ] I can locate & I know the requirements for field identified on the BA/BASW Undergraduate Field Structure

[ ] I can locate the field calendar & have clarity on the dates representing field expectations & support for planning

[ ] I can locate & I know the role & importance of the Field Manual

[ ] I can locate & navigate the Field Instructor section in order to be a resource to my assigned field instructor/field agency

 **Final Step for Self-Paced Work**

Step #15 Select & Click on **BA|BASW Field Education Information and Forms**
Step #16 Locate **Field Support Category**
[ ] Review Background Checks/Fingerprinting
[ ] Review Immunization/Tuberculin Skin Testing
[ ] Review Professional Liability Insurance
[ ] Social Work Trainee License

Step #17 Locate/Select **Interview Preparation & Acknowledgement**

[ ]  Sample Introductory Email to Prospective Field Agency/Instructor
 [ ] Sample Interview questions
[ ]  Sample Thank you note but I have chosen a different field placement
 [ ] Sample Thank you note and I plan to intern at your agency
 [ ] University of Akron’s Career Center

[ ] Close Field Education Section and navigate to the **Social Work Home Page**

Step #18 Return to the left side of the page (left nave) and click on the following heading -
**Student Organizations & Scholarships**

[ ] Go to the left side of the page and locate two headings that are not listed under Field Education:

[ ] Step #19 **Student Organizations** – select & review social work organization for your campus/college

[ ] Step #20 **Faculty & Staff | Faculty Field Liaisons**- Select/Click on **Faculty & Staff**
Note Faculty Field Liaisons button under and Green button on page- Select/Click on Faculty **Field Liaisons** and note that this is the group of faculty identified to function as field liaisons. One of these faculty will be assigned to you. Our goal is to assign the same liaison for the entire time you are in field.

**Section II: Documentation required to enter field education**

**Field documentation required to enter your field education experience
[Note: The below documents are listed under **BA/BASW Field Education Information Forms** in the section titled: **Preparing to Enter Field Education**: **Forms**: **Process**]

[ ]  Locate, Select, & Open **Field Placement Schedule f**or your registered program (*due dates for documentation in order to begin field experience as scheduled*)

[ ]  Locate, Select, & Open **Prior to Interview Form** (Remember*, you are not limited to
 these two agencies*)

[ ]  Locate, Select, & Open **FERPA Form** (Family Educational Rights and Privacy Act (*also
 referred to as the Buckley Amendment) and is a federal law designed to protect the
 privacy of student education records. Establish the right of students to inspect and
 review their education records.)*

[ ]  Locate, Select, & Open **Field Manual | Code of Ethics Acknowledgement** (*Accountability of policies & procedures and social work’s principles, values, &
 standards – ethical issues & dilemmas*)

[ ]  Locate, Select, & Open **Field at Place of Employment Proposal – FAPE Form** (*field
 placement is also student’s employment site. This is possible but must follow specific
 rules to protect your role as a learner, a student.*)

[ ]  Locate, Select, & Open **After Interview Form** (*This document is completed once two
 interviews are completed- first choice & second choice*)

[ ]  Locate, Select, & Open **Agency Acceptance Form** (*This document is signed by the
 field agency contact to state their confirmation to accept the student as a field intern
 for two consecutive semester*)

[ ]  Locate, Select, & Open **Agency Response Sheet**

 **Next… Student Agreement Field Signature Page!**  Upon completion of Section I & II, complete and submit Student Agreement Field Signature Page. You, the incoming field student, will provide your signature acknowledging your familiarity with field education through the navigation of the field section of the social work website.