

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

**Field Instructor Orientation**

**Overview – Part 1**[**https://www.uakron.edu/socialwork/field-education/instructors.dot**](https://www.uakron.edu/socialwork/field-education/instructors.dot)

**Navigation- Part 2**

***Field Instructor Orientation Note Page-****write what I want to remember***Easy Access |Efficient |Innovation**

**Get acquainted with navigating the field education section of the School of Social Work’s website…**

**Step #1** Go 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 Work homepage

**Step #3** Take a moment and review the Field Education page:

[ ] Welcome

[ ] Note who your field education contact person is for your registered program
[ ] Note the categories of information and open each category:

[ ] Field Calendars

[ ] Field Instructor

[ ] BA/BASW Field Education

[ ] MSW Field Education

**Step #4** Note, the subject areas listed under the **Field Education** section
 [Field Calendars, Field Instructor, Undergraduate (BA/BASW) program & Graduate (MSW) information] can be accessed on to the left side of the page (left nave)

**Step #5** Select & Click on **BA|BASW Field Education (left nave)**

Review the contents specifically the section entitled **Field Education Forms** and select the tab titled **Forms You Will Need While in Field Placement.**

**Step #6** Select & Click on MSW **Field Education (left nave)**

Review the contents specifically the section entitled **Field Education Forms** and select the tab titled **Forms You Will Need While in Field Placement.**

**Step #7** Scroll back to main **FIELD EDUCATION** page

**Step #8** Scroll down until you see Agency button

**Step #9** Click on **Agency** button and then search for your agency name to see the way information is presented.

**Step #10** Scroll back to main **FIELD EDUCATION** page and select the program your intern(s) is from – either UG or MSW

**Step #11** Select/Click on **Field Education Structure** (Design)\* under the **Field Education Information** section of the program (UG, MSW or both) for the program your student(s) is/are a part of – review expectations for field
[ ] Note the total number of field hours per semester required for their program type
[ ] Note the number of minimum weekly hours
[ ] Note supervision requirements
[ ] Note required faculty field liaison visit

**Step #12** Find and Select/Click on **Field Manual** section of the program (UG, MSW or both) for the program your student(s) is/are a part of – review expectations for field[ ] 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– Role & Responsibility of Field Instructor

****Step #13** Return to the School of Social Work Home page. On the top of the page, Select and click on **Field Education**.

**Step #14** Find and Select/Click on **Field Calendars\***
[ ] Locate appropriate Field Calendar for your intern
[ ] Select/Click on appropriate semester & registered campus/college [i.e. Akron campus, Lakewood campus, Stark Cohort, Wayne College], if indicated
[ ] Note when the student begins their field education experience for the semester
[ ] Note when the student completes their field experience for the semester

**Step #15** **Select/Click on** **Field Instructor Button** - opens to the below three (3) categories: Field Instructor Advisory Meetings, Field Instructor Documentation| Support & Field Instructor Orientations

[ ] Select/Click on **Field Instructor Advisory Meetings**
[ ] Note field advisory meetings are available for field instructors and task supervisors to provide the university with relevant input from the field as well as to have conversations about their field experiences with students

[ ] Select/Click on **Field Instructor Documentation | Support**

This is relevant information to allow you to have ongoing access to knowledge

[ ] Note UG Field Education Structure | Design

[ ] Note MSW Field Education Structure | Design

[ ] Note Field Instructor Guidelines

[ ] Note Field Instructor Orientation Underpinnings

[ ] Note Field Instructor Navigation – *Experiential Learning*

[ ] Note Agency Roster link

[ ] Note Agency Acceptance Forms
[ ] Note Master Affiliation Agreement

[ ] Note Field Instructor Supplemental Readings

[ ] Select/Click on **Field Instructor Orientations**
[ ] Note the Field Office requires 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

**Field Documents (found under each programs’ section)**

[ ]  Hours Log

[ ]  Narrative Log

[ ]  Student Learning Activities, Baseline Assessment and Evaluations

[ ]  Other Evaluations

[ ]  Field Syllabi

[ ]  For Undergraduate Students ONLY: Undergraduate Seminar Blank Journal

1. View Frequently Asked Questions
2. View Sample Field Document
3. View Blank Document
4. View Field Syllabi- contract for field education
5. View Undergraduate Journal form (no seminar course in graduate program) – if you have an undergraduate student