Distance Education
MSW Specialization
Field Orientation Meeting

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Director of Field Instruction

January 7, 2017; Updated May 29, 2018
To provide students with a trauma informed foundation that will prepare them for advanced practice and leadership. The dignity and worth of the individual and the importance of human relationships are core values of the program. Critical thinking is also a fundamental component of the program supported by multicultural sensitivity, human rights, and social and economic justice.
When do you do field?

- Concurrent Placement over 2 semesters (Fall and Spring)
  FALL: August 20, 2018 - December 14, 2018
  SPRING: January 14, 2019 - May 10, 2019
- 500-hour minimum requirement
  (250 hours/Fall; 250 hours/Spring)
Cleared for Field

1. View Field Orientation Video
   (https://uni.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=0d81b34a-4240-4325-8b8b-8dacc394913d)
2. Resume reviewed by Graduate College (Resumes to Susie Schweiger at susan.schwieger@uni.edu by June 15th; Return comments to student by June 27th)
3. Good academic standing (B average; No more than 6 credits with a C; No incompletes in Social Work Practice II; Introduction to Social Work Research; Foundation Practicum and Seminar; Primary and Secondary Trauma; Systems Redesign & Community Collaboration)
4. Communicate with the Field Director regarding field placement search, assistance needed and/or placement secured. (as scheduled)
5. Secured approved site for Fall and Spring field experience (August 1st)
Social Work Website

1. www.uni.edu/csbs/socialwork
2. Click on “Field Instruction”
3. Resources
   - explore field sites option
   - pre-placement forms
   - placement forms
Field Experience Sites

- Cedar Valley Listing
- State of Iowa Listing
- Intern Placement Tracking System (IPT)
  1 - Details of the field site
  2 - Contact for interviews
  3 - Student profile
  4 - Evaluations
Requirements During Field

**Learning Plan:** Developed during the first three weeks of the placement (credit/no credit)

**Log of Hours:** Submit at the end of each semester, signed by both the student, agency instructor and faculty liaison (credit/no credit)

**Summaries of Learning:** Completed throughout the field experience with a copy being sent to the agency instructor with a copy shared with your faculty liaison (graded component)

**Agency Presentation:** Purpose, auspices, clientele served, funding sources, structure, sharing of field experiences, agency interventions, agency policies, available resources, relation of experiences and agency practices to course learnings by comparing and contrasting your findings with the characteristics of a trauma informed care organization. (graded component)

**Agency Field Evaluation:** Agency instructors will complete both rating scale and narrative evaluation at midterm and final term of the field practicum (credit/no credit)

**Student Self-Assessment:** Students will complete a self-assessment during the field experience (credit/no credit)

**Field Program Evaluation:** Students will complete a field program evaluation at the end of their field experience(credit/no credit)

**Seminar:** Attendance and participation in seminars for a minimum of 14 contact hours over the entire field experience (graded component)
Structure and Process for Resolving Issues for Field/Practicum

- Process for Resolving Issues Related to the Field/Practicum
  - Department Head
  - DE Coordinator
  - Field Director
  - Faculty Liaison
  - Agency Instructor

- Process for Resolving Issues Related to the Faculty Liaison
  - Department Head
  - Faculty Liaison

- Process for Retention Review of a Student
  - Formal Review
  - Informal Review

5/20/16
Other

- Field is credit/no credit
- Seminar and assignments are graded.
- Unpaid (stipend from agency)
- Internships with current employer
- Additional costs with Health Care related field placements (handout)
- Release of information
Lessons Learned from Students

- Practice interview skills (phone, skype, face to face)
- Apply early and cast a wide net
- Envision where you would want to work
- Actively update resume
- Look for opportunities to network during internship/Be prepared (updated copies of resume, business cards)
- Extra time on your hands = volunteer
- “Don’t plan to do much more on top of internship”
- Pick a site where you are passionate about the client base
Lessons Learned from Agencies

- Arrive on time and as scheduled
- Appropriate attire
- Notify in advance of day(s) out of the office
- Notify as soon as possible if ill
- Be honest about hours at internship
- Take initiative (underwhelmed/overwhelmed)
- Follow through with assigned tasks
Questions

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