Distance Education
MSW Specialization
Field Orientation Meeting

Jenny Becker
Director of Field Instruction

August 24, 2019
Mission of Social Work Program

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?

- Placement over 2 semesters
- 500-hour minimum requirement

SUMMER 2021 - May/June/July (12 weeks) for 20 hours/week
FALL 2021 - August/Sept/Oct/Nov/Dec (16 weeks) for 16 hours/week
**Cleared for Field**

<table>
<thead>
<tr>
<th>What</th>
<th>By When</th>
</tr>
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<tbody>
<tr>
<td>Field Orientation Information</td>
<td>Spring 2021</td>
</tr>
<tr>
<td>Resume Review by Graduate College</td>
<td>Spring 2021</td>
</tr>
<tr>
<td>Good Academic Standing (GPA 3.0 or better, No more than 6 credits with C, no incompletes)</td>
<td>Start of Summer 2021 internship semester</td>
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<tr>
<td>Communicate with Jenny Becker, Field Director, to Discuss Field Placement Options</td>
<td>As needed</td>
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<tr>
<td>Secure Approved Site with Contract</td>
<td>April 1, 2021</td>
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Social Work Website

1. www.uni.edu/csbs/socialwork
2. Click on “Field Instruction”
3. Resources
   - Field Manual
   - Explore field sites option
   - Pre-placement forms (Release of Information)
   - 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

FOR CREDIT

- **Learning Plan** - Developed during the first three weeks of the placement
- **Agency Field Evaluation** - Agency supervisor will complete both rating scale and narrative evaluation at midterm and final term of the field practicum
- **Student Self-Efficacy Evaluation** - Complete a baseline (TODAY!) and post self-efficacy evaluation
- **Field Program Evaluation** - Field Director will notify of when to do
- **Log of Hours** - Submit at the end of the semester, signed by both the student, agency instructor and faculty liaison

GRADED

- **Summaries of Learning**: Submitted throughout semester to the agency supervisor & faculty liaison (usually every other week)
- **Seminar** - Completion of online seminars for a minimum of 14 contact hours over the entire field experience (usually monthly)
- **Agency Presentation/Report during Seminar** - Presentation/Report about your field practicum
Structure and Process for Resolving Issues for Field/Practicum

- Department Head
- DE Coordinator
- Field Director
- Faculty Liaison
- Agency Instructor

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

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

5/20/16
Other

- Field is credit/no credit (2 credits/semester)
- Seminar and assignments are graded (3 credits/semester)
- Typically unpaid (can receive an educational stipend)
- Employment based internships (need to have different duties/different supervisor)
- Additional costs with Health Care related field placements (handout)
- Release of information (sign and turn into Jenny Becker)
Lessons Learned from Students

- Practice interview skills (phone, skyp, face to face)
- Apply early and cast a wide net
- Envision where you would want to work
- Actively update resume throughout field experience
- 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”; “If you plan to work while completing internship hours, ensure you plan accordingly. “
- 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

Jenny Becker, LISW
Director of Field Instruction
(319) 273-7881
jennifer.becker@uni.edu