Distance Education
MSW Specialization
Field Orientation Session

Jenny Becker
Director of Field Instruction

January 12, 2022
Mission of Social Work Program

Provide students with a trauma-informed foundation that prepares them to identify, evaluate, and address the personal, social, and systemic conditions that perpetuate individual, family, organizational and community-based trauma using evidence-informed interventions.
When do you do field?

- Placement over 2 semesters
  - Fall 2023 & Spring 2024

- 500-hour minimum requirement
  - 250 hours/semester
  - 15-16 hours/week

- “Typical” working hours: 8 am-5 pm
# Cleared for Field

<table>
<thead>
<tr>
<th>What</th>
<th>By When</th>
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<tbody>
<tr>
<td>Understand Field Orientation Information</td>
<td>Jan 2022 (today!)</td>
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<tr>
<td>Resume Review by UNI Career Services</td>
<td>Spring 2023</td>
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<tr>
<td>Good Academic Standing (GPA 3.0 or better, No more than 6 credits with C, no incompletes)</td>
<td>Confirmed Summer 2023</td>
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<tr>
<td>Communicate with Jenny Becker, Field Director, to Discuss Field Placement Options</td>
<td>As needed, starting now</td>
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<tr>
<td>Secure Approved Site with Contract</td>
<td>August 1, 2023</td>
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Social Work Website

1. www.uni.edu/csbs/socialwork
2. Click on “Field Instruction”
3. Graduate Field Instruction Materials
4. Field Placement Options
Intern Placement Tracking System (IPT)

- **Explore Field Sites**
  - Agency profile
  - How and when to reach out
- **Student profile**
  - Custom Forms: Release, Resume, Contract
  - Forms: Log of Hours, Learning Plan, 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

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
Process for Resolving Field Issues

**Student Issues with Field Placement**
Step 1: Student consults with Agency Instructor/Supervisor  
Step 2: Student consults with Faculty Liaison  
Step 3: Faculty Liaison consults with Field Director

**Student Issues with Faculty Liaison**
Step 1: Student consults with Faculty Liaison  
Step 2: Student consults with Social Work Department Head

**Agency Issues with Student**
Step 1: Agency Instructor/Supervisor consults with Student  
Step 2: Agency Instructor/Supervisor consults with Faculty Liaison  
Step 3: Faculty Liaison consults with Field Director
- 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, skype, 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

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