Below is the official schedule for Field Instruction III and IV coursework. Students are in field 8 hours per day, two full days per week for a total of 61 days or 488 hours. Field days are typically Thursdays and Fridays, beginning Thursday, August 31, 2017. For students in the Clinical concentration, each field evaluation must include one completed process recording. There should be a different process recording for each evaluation.

ATTENDANCE POLICY

Absences from field require making up the time before the end of the field sequence. For any absence, or if a designated field day falls on an agency holiday, students have to make up the time on an alternative date that is approved by the field instructor. Time spent in travel to and from placement is not considered part of the field instruction day. Hours for the field practicum are recorded on the Field Education Attendance form, which has to be signed by the student and field instructor for each semester. The attendance form is available on the Field Education website: http://www.albany.edu/ssw/student-field-education-social-welfare.php.

ADVANCED CONCENTRATION FIELD INSTRUCTION SCHEDULE

<table>
<thead>
<tr>
<th>Fall Semester 2017</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First day of Field</td>
<td>Thursday, August 31</td>
</tr>
<tr>
<td>Field Instruction days – August</td>
<td>31</td>
</tr>
<tr>
<td>Field Instruction days - September</td>
<td>1, 7, 8, 14, 15, 28, 29</td>
</tr>
<tr>
<td>Learning Agreement due</td>
<td>Thursday, September 14</td>
</tr>
<tr>
<td>Rosh Hashanah – No Field</td>
<td>Thursday-Friday, September 21-22</td>
</tr>
<tr>
<td>Field Instruction days - October</td>
<td>5, 6, 12, 13, 19, 20, 26, 27</td>
</tr>
<tr>
<td>Field Instruction days – November</td>
<td>2, 3, 9, 10, 16, 17, 30</td>
</tr>
<tr>
<td>First Advanced Concentration Field Evaluation with completed process recording (for Clinical concentration students) due</td>
<td>Friday, November 17</td>
</tr>
<tr>
<td>Thanksgiving Break – No Field</td>
<td>Wednesday-Sunday, November 22-26</td>
</tr>
<tr>
<td>Field Instruction days - December</td>
<td>1, 7, 8, 14, 15</td>
</tr>
<tr>
<td>Last Day of Field – Fall semester 2016</td>
<td>Friday, December 15</td>
</tr>
<tr>
<td>Fall semester 2016 Attendance Form due</td>
<td>Friday, January 5, 2018</td>
</tr>
</tbody>
</table>
## Spring Semester 2018

<table>
<thead>
<tr>
<th>Advanced Concentration Field Resumes</th>
<th>Thursday, January 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Instruction days – January</td>
<td>4, 5, 11, 12, 18, 19, 25, 26</td>
</tr>
<tr>
<td>Field Instruction days – February</td>
<td>1, 2, 8, 9, 15, 16, 22, 23</td>
</tr>
<tr>
<td>Field Instruction days – March</td>
<td>1, 2, 8, 9, 22, 23, 29</td>
</tr>
<tr>
<td><strong>Second Advanced Concentration Field Evaluation with completed process recording (for Clinical concentration students) due</strong></td>
<td><strong>Friday, March 9</strong></td>
</tr>
<tr>
<td>Spring Break – No Field</td>
<td>Monday-Sunday, March 12-18</td>
</tr>
<tr>
<td>Passover and Easter – No Field</td>
<td>March 30-April 2</td>
</tr>
<tr>
<td>Field Instruction days – April</td>
<td>5, 6, 12, 13, 19, 20, 26, 27</td>
</tr>
<tr>
<td>Field Instruction days – May</td>
<td>3, 4</td>
</tr>
<tr>
<td>Last day of Field</td>
<td>May 4</td>
</tr>
<tr>
<td>Third and final Advanced Concentration Field Evaluation, with completed process recording (for Clinical concentration students) and spring 2018 attendance form due* +</td>
<td></td>
</tr>
</tbody>
</table>

*Students placed in school settings may be required to remain in field beyond the official last day of field on May 4th. Extended field schedules in school settings are approved by the Field Office.

+Final grades for Field Instruction III and IV will be administered when all field instruction paperwork is submitted. Without all submitted paperwork, the grades will remain “I” Incomplete. An Incomplete for Field Instruction may delay degree clearance processing.

<table>
<thead>
<tr>
<th>Total Field Days (Hours)</th>
<th>Total Field Days (Hours)</th>
<th>Total Field Days (Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td><strong>Spring Semester</strong></td>
<td><strong>Advanced Concentration Field</strong></td>
</tr>
<tr>
<td>28 days (224 hours)</td>
<td>33 days (264 hours)</td>
<td>61 days (488 hours)</td>
</tr>
</tbody>
</table>