Congratulations! You are close to completing your first field assignment and are now preparing for your advanced concentration (AC) field placement. The Guide to Advanced Concentration Placement Process provides you with directions to complete your field placement search; below you will find important information that pertains to your Advanced Concentration field placement year.

Semesters Required
Students remain at a single site for an entire academic year. In order to receive credit for field, you must successfully complete both semesters of the AC field sequence without interruption. Students must be registered for Field III and IV (RSSW 752 and 753).

Registering for Field III and IV (RSSW 752 and 753)
After receiving your completed Field Verification form and Closure Contact form, the Field Office will wait until all requirements are fulfilled for Field I and II (and a final grade of Satisfactory is earned) before issuing you a permission number to register for Field Instruction III (RSSW 752) for the Fall semester. A permission number is not needed to register for Field IV (RSSW 753), as long as it is taken in the advanced-concentration sequence of coursework (Spring semester).

Attendance Requirements
Students are expected to be in field two full days per week. Field days are typically Thursdays and Fridays. This continuity in scheduling is important for student learning, agency operations and consistency of social work practice. The field schedule also coincides with your class schedule each semester. The Advanced Concentration Field Instruction Calendar provides specific dates for field, the number of days required and the start/end dates for field in the Fall and Spring. There are different calendars for specialized field placements, and the schedules are made available to students selected for those placements. The Field Office provides an attendance sheet that must be filled out and signed by both you and your field instructor at the end of each semester. Please note that the vast majority of field sites DO NOT offer quality and consistent educational opportunities during evenings and weekends. Because appropriate social work supervision is required during field days, requests for evening and weekend hours (when social work supervision is generally not available) are usually not approved. This factor may have particular significance for part-time degree students, so planning for field education requirements is necessary when considering the MSW degree program.

Evaluations
There are three evaluation periods within an academic year. Scoring is based on demonstrated competence of advanced social work practice skills. Information will be provided about the evaluation process at the Advanced Concentration Field Information Sessions. It is the student’s responsibility to ensure that completed evaluations are handed in to the Field Office when due.
Required Reading – 2nd Field Placement (Advanced Concentration)

Timely Submission of Field Paperwork
It is the student’s responsibility to ensure that field paperwork is submitted when due. Failure to meet deadlines in field may result in delays in the field registration process and completion of field requirements; these events could impact degree clearance and therefore graduation.

Grades for Field
Similar to 1st Field (Generalist Practicum) grading, AC Field is a two-semester course in which students receive an “I” Incomplete at the end of the Fall semester. Upon completion of both semesters (RSSW 752 and 753), students will receive a final grade of “S” Satisfactory or “U” Unsatisfactory. Students must perform satisfactorily in field in order to remain in the MSW program and to receive degree clearance to graduate.

Agency Background Checks
Some human service organizations have strict security standards for staff and students working with certain populations. Background checks and finger printing may be required to qualify for an assigned field placement. When these procedures are required, students are responsible for meeting those requirements prior to starting field. The cost of such procedures can be underwritten by the Field Fee; students can bring receipts to the Field Office for reimbursement. Students for whom background checks could be an obstacle to placement in field should seek guidance from the Director of Field Education early in the process.

Medical Clearance
Some agencies may require that students provide medical information and obtain health-related clearance for work with their clients. It is the student’s responsibility to achieve medical clearance by the agency in a timely manner. Failure to provide medical clearance information may delay the start of field and, consequently, extend the time for completing field at the end of the academic year.

Field Liaisons
Students are assigned to a field liaison each year. Field liaisons provide a variety of supportive services designed to create cohesive working relationships between students and their field instructors. Students and their field instructors have contact with their liaisons a minimum of once per semester and can contact them anytime regarding issues in field. **There is no field seminar for 2nd field students.**

SSW Standards for Social Work Education
The School of Social Welfare has in place Standards for Social Work Education that provide essential guidance to students about field and the overall academic program. It is important to carefully review and adhere to these standards (provided at Orientation and also available upon request).