Below is a complete description of the TEN STEPS CHECKLIST, which serves as a guide to preparing for your 2nd field placement.

**STEP 1: Attend one of two required “2nd Field Placement process” Info Sessions -**

- Wednesday, January 27, 12:30pm -2:00 pm in Milne 200 or
- Saturday, January 30, 12:00pm-1:00 pm in the Husted Amphitheater (HS 106A)
  *(SNOW DATE if needed: Thursday, January 28, 12:00 pm-1:00 pm in Milne 200).*

The sessions are designed to provide a general overview of the 2nd field placement selection process and will include important resource information.

**STEP 2: Choose an Advanced Concentration for your MSW degree-** either clinical practice or MACRO practice. Your advanced concentration will give you in-depth knowledge and skills for either practice. However, it does not lock you into a single career path. Many clinical practice graduates eventually do some supervision and macro practice, while macro practice graduates find themselves doing some clinical work. This semester is the ideal time to explore options by meeting with your academic adviser, classroom instructors, current field instructor, field liaison and others, prior to registering for advanced practice courses in March. Your choice of concentration will also determine the type of field placement you select.

- The handout “**MSW Advanced Concentration**” defines the differences between the two concentrations and more information can be found in the SSW Spring course registration packet.
- The handout “**Timeline for 2nd Field placement**” includes information about upcoming panel presentations on careers in clinical and MACRO concentrations.

**STEP 3: Update resume** –Include your 1st field placement on your resume. An updated, professional resume is important in any placement search, and it will be the first impression that prospective field instructors will receive of you.

- Refer to the handout “**Spring 2016 Timeline for 2nd Field Placement Process**” for information about upcoming workshops on Resume/Cover Letter preparation. These workshops provide guidance on developing strong resumes and cover letters, and they also offer individual feedback to resumes that are brought in for review.

**STEP 4: Explore Field Options** - The School of Social Welfare offers options for students related to field. Review these for potential interest and eligibility:
There are two field options take into account a student’s significant previous human services work experience. Qualified students may request to do field in the agency where they are currently employed (Work Study) or do a concentrated field assignment during the summer (Block Option). Eligibility requirements and applications are available on the website.  

**The application completion deadline for Block placements is March 1. The application completion deadline for Work Study is April 1**. Contact the Field Office (442-5321) if you need assistance with the Work Study option. Contact Barbara Rio-Glick (442-3488, brio@albany.edu) for information regarding the Block options and international placements.

**Specialized internship** options within the School of Social Welfare provide students with internship opportunities with specific populations, special areas of social work practice or practice in international settings. Some specialized internships may provide stipends, require seminar participation and/or additional time in the field placement. Please contact the coordinators directly for deadlines and more information about their application process. They are:

- **Internships in Aging (IAP)**: Linda Mertz – 442-5327  
  lmertz@albany.edu

- **Internships in Mental Health**: Eric Hardiman – 442-5705  
  hardiman@albany.edu

- **International Field Placements**: Barbara Rio-Glick – 442-3488  
  brio@albany.edu

**STEP 5**: Decide whether to obtain an appropriate field placement independently or request to have the Field Office find the placement. The advanced concentration field placement can be selected by the student, as long as the placement site meets field placement requirements (refer to the MSW Field Education Handbook). Students may have clear ideas of where they would like to do their field placements and can search on their own. **If students request to have the Field Office secure the advanced concentration placement, an application for 2nd field and current resume have to be submitted by the due date through Blackboard by February 22, 2016.** In this case, every effort will be made to find a placement based on the student’s preference. Students requesting placement by the Field Office have to accept the placement assignment that is given.

Review the material outlining the 2nd year placement process on Blackboard. Consider your strengths as well as areas for growth to determine what might be the best fit for you. Clarify your goals, and remain open to a variety of options and settings that can provide you valuable learning and experience. It is important to work within the timeframes provided, so be sure to note the steps and deadlines on the Spring 2016 Timeline handout. Seek assistance early if needed.

**STEP 6**: Submit your “Letter of Intent” form on Blackboard

The “Letter of Intent form” notifies the Field Office of your decision to either locate your own 2nd field placement or request to have the Field Office place you. **The due date for submission of the Letter of Intent form is February 22, 2016.**

In either case you must verify that you have read the handout Required Reading for 2nd Field Placement about the requirements for 2nd field.

**STEP 7**: Attend SSW Field & Career Fair on Wednesday, February 10th, 12:30-3:00 in Husted Hall on the Downtown Campus. The Fair is an excellent opportunity to meet prospective field instructors and agency representatives. Students attending this event should come dressed
professionally and be prepared to make initial contact with field instructors, ask questions about program services and leave an updated resume.

Attendance to the Field and Career Fair presents a valuable opportunity to network, learn about agency services in the Capital Region, and to interact with prospective field instructors and agencies. Some agencies bring current and former social work interns with them, presenting opportunities to learn from past graduates. Look on the MSW listserv for further information about the list of attending agencies.

**STEP 8: Identify agencies with whom you wish to interview** – The Field Office provides two different agency listings for you to consider for placements, “Affiliated Agencies” and “Agency Survey Response”:

- One type of list identifies agencies that have previously had SSW interns, called “Affiliated Agencies”. These agencies have supervised our students in the past and/or have employed SSW graduates. Some agencies provide descriptions of field experiences students have had in placement. This list of affiliated agencies is accessible on Blackboard immediately after the Field and Career Fair. Keep in mind that listed agencies may have experienced staff changes that impact their ability to offer students field placement options in 2016.

- A second list shows those agencies that have specifically requested students for the coming year, and includes their preference for clinical or MACRO students. This list is generated from agencies submitting an “Agency Survey Response”. Agencies are organized by state/county, and will have names and phone numbers of current agency contact persons and current agency information. This list will also be posted for you on Blackboard beginning Thursday, February 11th and will continue to be updated bi-weekly as additional requests are received.

All placement agencies must meet SSW field education requirements, provide a range of learning opportunities, and have an affiliation agreement with the University.

Students wishing to identify other potential agencies not on the above lists can submit a “New Agency Identification Form” to the Field Office. The Field Office will investigate all new agency sites to determine appropriateness for field learning.

**STEP 9: Begin placement interviews with select agencies** - If you have opted to be placed by the Field Office, we will contact you with specifics about your placement process. Students electing to find their own field placements can begin outreach to agencies after the Field and Career Fair on February 10th. Agencies will not be expecting to hear from students prior to that time.

It is your responsibility to contact these agencies to schedule interviews. Be mindful that the search process can be competitive, so it is important that you work through the 10 Steps Checklist in a timely manner in order to be prepared for interviews.

In preparation for the interview, some sample interview questions were compiled. See the document entitled, “Guide to the Placement Interview” in Blackboard for guidance on how to plan for your interview.
STEP 10: Finalize placement –
Once you have secured your field assignment, you and your prospective field instructor have to complete the “Field Verification form” and submit it by April 29, 2016.

- “Closure Contact” form is due April 29th. Once you have successfully completed the placement process above it is essential that you contact the other agencies/field instructors that you had interviews with. Be sure to contact the same individual that you previously communicated with so that the agency is officially notified that you wish to no longer be considered for a field assignment. You should thank them for their time and let them know that you are withdrawing your name from consideration for placement. This informs the agency's decision about whether to accept other students. The “Letter of Intent form”, “Field Verification” and the “Closure Contact” must be completed and uploaded in PDF format on Blackboard before you can register for field.
- In order to receive a permission number to register for Field Instruction III (RSSW 752) you must also complete all requirements for Field I and II and receive a final grade of Satisfactory at the end of the spring semester.

Congratulations! After you have completed 1st Field, you may now request your Permission Number to register for RSSW 752 (Field III). Call or email Mikaline VanKuren at (518) 442-5321 or mvankuren@albany.edu.