

2nd Year Required Field Reading

We recognize that those of you planning to start a second year of field placement in the fall have a variety of learning interests and personal plans to consider. We have also learned that early information about the following aspects of field has proven helpful to students as they consider arranging a personal schedule. The following items, while not a comprehensive index of all field requirements, represent topics that students frequently identify as significant to their planning process.

Process Recordings

All graduate students are required to submit one process recording to your field instructor for review on a weekly basis. One completed sample process recording must be submitted to the school with each evaluation. Macro students are not expected to submit process recording in the second year.

Hourly Requirements:

While some flexibility may be negotiable, most sites do not offer opportunities for evening and weekend work with appropriate LMSW supervision. The School of Social Welfare requires that one of two days remain intact as an 8 hour period during normal agency hours, Monday through Friday. This factor may have particular significance for *part time students* in planning a personal schedule that will accommodate field requirements

Semesters Required

Field arrangements are designed so that students can remain in at a single site for an entire year. In order to receive credit for field students must successfully complete two semesters in a sequence without interruption. It is not possible to receive credit for one semester of field, skip a semester and return at a later time to complete the second half of the requirement.

Issuing Grades for Field:

While each semester of field is given a separate course number for registration purposes, students receive a passing grade for field only after successful completion of both semesters. A grade of **“I”(Incomplete)** is issued for students upon successful completion of the first semester. This grade is then converted to an **“S”(Satisfactory)** after both semesters have been completed successfully.

In order to maintain and complete your student file with the field education office, it is the responsibility of the intern to submit each evaluation by the assigned time (see calendar deadlines). Outstanding evaluations may result in a grade of *Incomplete* or *Unsatisfactory* for field.

Background Checks:

The vulnerable nature of many populations served by human service organizations has led to increased security standards for staff and students who work in such settings. Background checks and finger printing have become more frequently mandated to qualify interns at some sites. These checks may result in a temporary delay in client contact until the screening can be completed. The Field Fee, which all students pay upon beginning field placement, is available to underwrite the cost of these procedures for all students.

Late Field Letters of Intent and Paperwork: (letter of intent, field verification letter, closure contact form, etc)

I understand that turning in late paperwork (field letter of intent, verification letter, closure contact form, etc) will result in a wait list status or restricted registration for field this year.

Signature: _____ Date: _____

Print Name: _____