

**University at Albany
Office of Field Education**

“Fast Facts” for 2nd Year Students - Fall 2008

Field begins for second year students on Thursday, **August 28, 2008.**

All students are expected to complete a Learning Agreement - a plan for what they will learn during the first 10 weeks of field within 2 weeks of the beginning of their placement. Students should prepare this plan with their field supervisors and take responsibility for submitting this written plan in to the **Field Education Office (RI-116)**.

Each placement agency is assigned a **FACULTY LIAISON** who serves as the first contact between the placement, the student, field instructor and the School of Social Welfare.

You will be contacted by the field liaison in September, either by phone or e-mail (if available.)

Clinical **SECOND YEAR** students are required to complete one process recording weekly and review it with their field instructors. (MACRO students are exempt unless the individual Field Instructor expects this task) Clinical concentration students will be expected to submit one process recording (that has been reviewed by you) with each evaluation during their academic year.

All **SECOND YEAR** students are required to complete 512 hours total during the two semesters in field. (Please see enclosed 2008-2009 Academic Calendar)

ALL Students should expect to:

- Attend field two (8 hour) days per week (typically Thursday and Friday)
- Be prepared for weekly supervision meetings
- Be assigned a caseload of 3-5 clients or group & individual clients weekly
- Prepare one process recording weekly for review with their field instructor
- Provide medical information and other documentation to agency to demonstrate appropriate good health and good character to work with clients in agency environment
- Complete an attendance form, signed by their field instructor and submit to Field Office at the end of each semester.
- Be responsible for all required documents to be submitted to the Field Office in a timely manner

Field Instructors should expect to:

- Provide an orientation to the agency and overview of expectations of student
- Provide a minimum of one hour of face-to-face weekly supervision
- Assist student in preparing Learning Agreement for submission to the School within two weeks of beginning the placement
- Review one process recording weekly provided by student, and give written feedback as part of supervision
- Assign student appropriate client cases and/or group experiences so student can acquire appropriate social work skills consistent with the student's coursework
- Prepare written evaluation of students' work using evaluation instrument provided by School (November/February/May) and submit in a timely fashion