GUIDE TO ADVANCED CONCENTRATION (2nd FIELD) PLACEMENT PROCESS

2018

STEP 1: Attend one of the required “2nd Field Placement Process” Information Sessions -

- Wednesday, January 24, 12:30 pm - 2:00 pm in the Husted Amphitheater (HS 106A)
- Wednesday, January 24, 4:30 pm – 5:30 pm Richardson (RI 002)
- Saturday, January 27, 12:00 pm - 1:00 pm in the Husted Amphitheater (HS 106A)

(SNOW DATE for Wednesday dates, if needed: Friday, January 26, 12:30 pm - 2:00 pm in HS 106A).

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 – either Clinical or MACRO. Your advanced concentration will give you in-depth knowledge and skills for the practice of social work and guide your 2nd field placement opportunities and site selection. However, your advanced concentration choice does not lock you into a single career path. Many clinical practice graduates eventually serve as supervisors and engage in macro practice. Conversely, some macro practice graduates find themselves doing clinical work. This semester is the ideal time to explore advanced concentration options by meeting with your academic adviser, classroom instructors, current field instructor, field liaison and others, prior to registering for advanced practice courses next semester. The handout “MSW Advanced Concentrations” explains the differences between the two concentrations.

The SSW Spring course registration packet delineates the required coursework for each concentration. Your chosen practice concentration applies to both your advanced concentration coursework AND 2nd field practicum.

STEP 3: Update resume - An updated, professional resume is important in any placement search, and it will be your first impression to prospective field instructors at the Field and Career Fair and in interviews. Include your 1st field placement on your resume.

- Refer to the handout “Spring 2018 Timeline – 2nd Field Placement Process” for information about upcoming career workshops, which include support with resume writing. The career workshops provide guidance and valuable information that will be useful to your social work career development.

STEP 4: Explore Specialized Field Options – The School of Social Welfare offers specialized field options for students preparing for their 2nd field placement. Options include:
• **Work Study:** Qualified students may request to do their field placement in the agency where they are currently employed. **The application deadline for Work Study placements is March 30th.** Information regarding qualifications for Work Study and the Application can be found on the SSW website. Contact Lisa DeLaMater (437-3686, ldelamater@albany.edu) if you have questions after reviewing this information.

• **Summer Block:** For students interested in a concentrated (five day per week) field assignment during the summer. **The application deadline for Block placements is March 1st.** Contact Kristin Sauerbier (437-3644, ksauerbier@albany.edu) for information.

• **Modified Summer/Fall Field:** For students interested in a summer/fall field schedule that meets on Thursdays and Fridays. **The application deadline for Modified Summer/fall placements is March 1st.** Contact Kristin Sauerbier (437-3644, ksauerbier@albany.edu) for information.

• **International Field Placements:** Available as a summer block for 2nd field. An application, interview and good academic/professional standing are all requirements for consideration. Current field opportunities are available in Ghana, South Africa and Scotland. **The application deadline for summer 2019 International Field placements is March 1st.** Contact Kristin Sauerbier (437-3644, ksauerbier@albany.edu) for information regarding International Field options.

• **Specialized internship** options within the School of Social Welfare provide students with internship opportunities with specific populations and special areas of social work practice. Some specialized internships may provide stipends, require seminar participation and/or additional time in the field placement. Please contact the coordinators directly for more information about their internships, application process, and deadlines. These internship options are:
  
  - **Internships in Aging (IAP):** Linda Mertz – (518) 442-5327; lmertz@albany.edu
  - **Internships in Mental Health:** Eric Hardiman – (518) 442-5705 hardiman@albany.edu

**STEP 5:** Attend the SSW Field & Career Fair on Wednesday, February 21st, 12:30-3:00 pm 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 provide an updated resume.

Attendance to the Field & Career Fair is a valuable opportunity to network, learn about agency services in the surrounding region, and to interact with field instructors and agencies. Some agencies bring current and former social work interns with them, presenting opportunities to learn from past graduates. Announcements about the Field & Career Fair and a list of agencies that plan to attend, will be available on Blackboard and emailed to students.
School of Social Welfare  
Field Education Office

**STEP 6:** 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*). **All placement agencies must meet SSW field education requirements, provide a range of learning opportunities in social work practice and have an affiliation agreement with the University.** Students may have clear ideas of where they would like to do their field placements and can search on their own. Carefully review the material outlining the 2nd year placement process. 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 experiences. It is important to work within the timeframes provided, so be sure to note the steps and deadlines on the “Spring 2018 Field Timeline” handout. **Seek assistance early if needed.**

If students request to have the Field Office secure the Advanced Concentration placement for them, an application for 2nd field and an updated resume must be submitted to the Field Office by June 1, 2018. In these cases, every effort will be made to find a placement based on the student’s preference. Students requesting placement by the Field Office must accept the placement assignment to them.

**STEP 7:** Submit your “Letter of Intent” form – 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 assign your field placement in your preferred concentration, as well as your choice of clinical or MACRO concentration for 2nd field. **The due date for submission of the “Letter of Intent” form is Friday, February 23, 2018.**

Whether you or the Field Office locates your placement, you must verify on the “Letter of Intent” form that you have read the handout “Required Reading for 2nd Field Placement” about the requirements for 2nd field.

**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”:

The “Affiliated Agencies” list identifies agencies that have previously had SSW interns. These agencies have supervised our students in the past and/or have employed SSW graduates. **This list of affiliated agencies is accessible on Blackboard immediately after the Field and Career Fair.**

The “Agency Survey Response” list identifies agencies that have been surveyed by the Field Office and have specifically requested students for the coming year. This list includes the agency preference for Clinical or MACRO students, names and phone numbers of identified agency contact persons, and is organized by state/county. The “Agency Survey Response” will also be posted on Blackboard following the Field and Career Fair and will continue to be updated bi-weekly as additional requests are received.
Students wishing to identify other potential agencies not on the above lists can submit a New Agency Identification Form, which can be found on the SSW website. The Field Office will conduct a formal review of all new agency site requests to determine appropriateness for field learning. Students submitting new agency requests are encouraged to continue field placement searches while the Field Office processes new field site requests.

**STEP 9:** Begin placement interviews with select agencies – Students electing to find their own field placements can begin outreach to agencies after the Field & Career Fair on February 21st. 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 this “Guide to Advanced Concentration Placement Process” in a timely manner in order to be prepared for interviews. *If you have opted to be placed by the Field Office, we will contact you with specifics about your field placement when assigned.*

In preparation for the interview, sample interview questions are provided in the “Guide to the Placement Interview” document available in your packet. Dress professionally and bring a resume to your interview.

*If you have not secured your 2nd field placement by May 4, 2018, please contact the Field Office for guidance on your search.*

**STEP 10:** Finalize placement – Once you have secured your field assignment, please complete “Field Verification Form” – due May 4th. The student and prospective field instructor must complete and sign this form before submission to the Field Office. **Your field placement will not be approved until the Field Verification Form is received.**

*Remember to notify the Field Office if you will not be starting field on the official start date noted on the field calendar, and/or if you are requesting any schedule other than two full, 8-hour days in field.*

*Please be sure to contact any agencies with which you interviewed to alert them that you have accepted an alternate field placement. This is not only professional, but allows the agency to be aware that they can offer the field placement to other inquiring students.*

**Congratulations on securing your placement!** Two things must happen in order for you to obtain a permission number to register for Field Instruction III (RSSW 752): you must complete 1st Field and receive a final grade of Satisfactory, and you must submit the “Letter of Intent” and “Field Verification Form” to the Field Office. You may then request your permission number to register for Field Instruction III (RSSW 752) by calling or emailing Mikaline VanKuren at (518) 442-5321 or sswfieldoffice@albany.edu.