**Required Reading – 2nd Field (Advanced Concentration) Placement**

**Congratulations!** You are close to completing your first field assignment and are now preparing for your 2nd field placement. The “Guide to Advanced Concentration (2nd Field Placement Process)” provides you with directions for completing your field placement search. The following is important information that pertains to your 2nd field placement.

**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 SSW Website - [http://www.albany.edu/ssw/msw-model-curriculum.php](http://www.albany.edu/ssw/msw-model-curriculum.php)).

**Semesters Required**
Students remain at a single site for an entire academic year. In order to receive credit (4 credits per course) for field, you must successfully complete both semesters of the 2nd Field practicum without interruption. Students must be registered for Field Instruction III and IV.

**Registering for Field Instruction III and IV (RSSW 752 and 753)**
After receiving your completed “Field Verification” form, and after confirming your completion of all requirements for Field Instruction I and II (by issuance of “S” Satisfactory grades for both courses), the Field Office will issue you a permission number to register for Field Instruction III (RSSW 752). A permission number is NOT needed to register for Field Instruction IV (RSSW 753), as long as it is taken in the Advanced Concentration sequence of coursework without a break between semesters.

**Attendance Requirements**
The Advanced Concentration Graduate Field Instruction Calendar provides specific dates for field, the number of days required and the start/end dates for field each semester. 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.

**Field Schedule**
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 Field Office should be notified if you will be starting field after the official start date of field indicated on the Field Calendar. Requests for alternative field schedules require prior approval by the Field Office.

Please note that the vast majority of field sites DO NOT offer quality and consistent educational opportunities during evenings and weekends. Appropriate social work supervision is required during field days and 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 students, so planning for field education requirements is necessary when considering the MSW degree program.

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**Evaluations**
There are three evaluation periods within an academic year. Competence of practice is based on satisfactory demonstration of advanced social work practice skills and completion of required field hours. Information about the evaluation process will be provided at the Advanced Concentration (2nd Field) Information Sessions. It is the student’s responsibility to ensure that completed evaluations are handed in to the Field Office when due.

**Timely Submission of Field Paperwork**
It is the student’s responsibility to ensure that field paperwork is submitted when due. To not meet deadlines for submission of field documentation may result in delays in the field registration process and completion of field requirements; these events could delay degree clearance and subsequent graduation from the MSW program.

**Grades for Field**
Similar to 1st Field (Generalist) field practicum, 2nd Field is a two-semester course in which students receive an “I” Incomplete at the end of the first semester. Upon completion of both semesters (RSSW 752 and 753), students will receive final grades of either “S” Satisfactory or “U” Unsatisfactory. To remain in the MSW program and receive degree clearance, students must perform satisfactorily in field.

**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 Field Office 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 in a timely manner. Failure to provide medical clearance information may delay the start of field and, consequently, extend the time for completing field after 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.*