GENERAL INFORMATION

Students are required to minimally complete 400 hours of field experience over the course of the Spring and Summer semesters in the same field agency.

Foundation students begin their field experience the fourth week of the Spring Semester.

Students should have a supervisor with a MSW with two (2) years of experience.

Students should receive one hour of MSW Field Instruction per week.

Students take two field seminar courses concurrently with the field experience, SOWK 622, Spring Semester and SOWK 623, Summer Semester.

Students are expected to be in the field until they complete the last field seminar course, SOWK 623 even if they have clocked 400 hours of field experience prior to the conclusion of the field seminar course.

Field visits for On-line students occur by Skype, video conferencing or video conference calls.

Students must submit clearances as required by their placement agency (current within the year) and verification of professional liability insurance to the Field Office prior to beginning their field placements.

Students not providing the above documentation will not be able to begin their placements as scheduled.

The required forms can be located at the Social Work Department Webpage which is located at: http://www.edinboro.edu/departments/social_work/msw_field_manual_related_forms.dot?host_id=1

STUDENT FIELD REQUIREMENTS

Students are required to minimally complete 400 hours of field experience over the course of two (2) semesters.

Students are expected to conduct themselves in a professional manner, at all times, during the course of their placements and adhere to the NASW Code of Ethics.

Students must be in attendance in their field placement agencies throughout the entire course of both Spring and Summer Semesters.

Students are responsible for informing their Field Instructors and Faculty Field Liaisons of any absences from field.

Students are required to develop a Learning Agreement within the first 3-4 weeks of the field experience. This agreement is done in collaboration with the student, the agency and the University. (see Social Work Department Webpage)

Students are also required to document the hours they are at the agency doing their field placement. Field Instructors must verify students’ hours by signing the students’ time sheets. Students should complete time sheets weekly and acquire signatures from Field Instructors and then submit them to their Faculty Field Liaisons on a monthly basis. (see Social Work Department Webpage)

Students are responsible for informing the Faculty Liaison of any concerns with their field placement site.
Agency Field Instructor Responsibilities

- Field Instructors must provide one (1) hour of field instruction to students on a weekly basis.
- Field Instructors will monitor students’ progress and regularly provide feedback to the student and the University.
- Field Instructors will provide a formal evaluation of the students’ performance in the field at the end of the Spring Semester and the end of the Summer Semester. Faculty Field Liaisons will determine a specific date for completion of the evaluations. (see Social Work Department Webpage)
- Field Instructors agree to meet with the Faculty Field Liaison 2-3 times during the course of the students’ field placement.
- Field Instructors should immediately bring any concerns about students’ performance to the attention of the Faculty Field Liaison and in conjunction with students address the concerns and develop a corrective plan.
- Field Instructors should also complete the Field Instructor Credential Form and submit to the MSW Field Coordinator - at Social Work Department, Lawrence Tower B, Rm. 352, 150 Perry Lane, Edinboro, PA 16444. (see Social Work Department Webpage)

University Faculty Liaison Responsibilities

- The Faculty Field Liaison conducts the students’ Field Seminar course (SOWK 622 & 623) in order to integrate social work theory, values and ethics with specific field experiences.
- The Faculty Field Liaison monitors the student’s placement.
- The Faculty Field Liaison is the primary University contact for students and agencies during the course of the field experience.
- Faculty Field Liaisons will provide Field Instructors with their specific contact information. In the event that the Field Instructor is having difficulty reaching a Faculty Field Liaison, contact should be made with the MSW Field Coordinator at 814-732-2013.
- The Faculty Field Liaison, in conjunction with the Field Instructor, assists students in the development of the Learning Contract.
- The Faculty Field Liaison is responsible for assuring that the students’ evaluations are provided to the field instructors and are completed in their entirety, to include the signature of the student.
- The Faculty Field Liaison will minimally make 2-3 field contacts with the student and the agency field instructor during the course of the student’s field experience. These contacts normally occur at the time students are developing their Learning Agreements, near the end of the Spring Semester and near the end of the Summer Semester to discuss students’ progress and evaluations.
- The Faculty Field Liaison will intervene if there are concerns with a student’s field experience at the field site and contact will be more frequently between the Field Instructor and the Faculty Field Liaison.
- The Faculty Field Liaison will inform the Field Director of significant concerns in the field placement.
- The Faculty Field Liaison will contact the Field Director if a change in placement needs to occur.
- The Faculty Field Liaison will submit all field placement paperwork/documentation (Learning Contracts, Time Sheets and Field Evaluations) to the Field Office at the completion of each semester.

FI: T-OL: 4-1-13
Application Process and Location of Field Placement:

Enclosed you will find an Application for Field Placement. You will need to complete the form and submit to Professor Charlene Kolupski as soon as you have secured a potential field site, but no later than October 18, 2013. A professional resume must be submitted along with the enclosed application. Applications and resumes should be faxed (814-732-1108) or mailed to Professor Kolupski at:

Edinboro University  
Department of Social Work  
Lawrence Towers B, 3rd Floor  
150 Perry Lane  
Edinboro, PA 16444

On-Line students will need to locate potential field placement sites. Students should identify three (3) potential field placement sites on their applications. Students should make contact with all sites and have at least one site that has agreed to accept the student as a social work intern. Students should determine that there is an MSW with two (2) or more experience post graduate degree who is willing to be a field instructor and also ask if the placement site has Skype capability to allow for face-to-face contact for site visits. Students must provide the technology for Skype site visits if the agency does not have the capability for Skype access. (Please refer to MSW Field Requirements for Foundation On-Line Students for additional information)

When completing the application the site that has agreed to accept the student should be identified as the first choice. The Field Department staff will then contact the student’s first choice placement and review, approve and finalize the placement. Should the student’s first choice not be approved as an appropriate placement site the Field Department staff will then contact the second and third choice agencies in an attempt to locate an appropriate field placement. Students will be notified by the Field Department staff once a placement has been approved and finalized.

If an application and professional resume is not submitted by the above date there is no guarantee that a placement will be located, approved and finalized for the student.

Clearances and Liability Insurances:

Pennsylvania Residents:

Students must obtain State Police, Child Abuse and FBI Fingerprinting clearances and professional liability insurance (coverage for $1,000,000/$3,000,000). Information regarding clearances and liability insurance can be located on the Social Work Department’s webpage, Field Education section at:

http://www.edinboro.edu/departments/social_work/social_work_field_education_program.dot

FI: T-OL: 4-1-13
Students must provide copies of their clearances and liability insurance to the field office **two weeks prior to the first week of classes**. Students who do not provide the information will not be able to begin field placements as scheduled.

**NON PENNSYLVANIA RESIDENTS:**

Students are required to obtain all clearances required by their field placement agencies and professional liability insurance (coverage for $1,000,000/$3,000,000).

Information regarding liability insurance can be located on the Social Work Department’s webpage, Field Education section at:

http://www.edinboro.edu/departments/social_work/social_work_field_education_program.dot

Students must provide copies of their clearances and liability insurance to the field office **two weeks prior to the first week of classes**. Students who do not provide the information will not be able to begin field placements as scheduled

- **SOWK 622/623: Social Work Field Seminar:**

Field Placement for students in their first year of the program begins the fourth week of the Spring Semester. Students are placed in the same agency over the course of both Spring and Summer Semesters. Students must complete a **minimum of 400 hours**, approximately 150 hours in the Spring Semester and 250 hours in the Summer Semester for an average of **18 hours per week**. Students are enrolled in a field seminar class (SOWK 622, Spring Semester and SOWK 623, Summer Semester) while they are placed in a local social services agency.

The Field Seminar is designed to connect the students’ practice experience with their academic learning. Students remain in their field placements through the conclusion of each semester even if they have obtained the minimum number of hours required for field placement for that semester. Additionally, students must complete their minimum 400 hours of by the end of the Summer Semester.

**Registering for SOWK 622:**

Students will need to register for Field Seminar course, SOWK 622, for the Spring 2014 Semester.

*A field placement will have to be located and finalized* or you will be removed from SOWK 622 and may delay your graduation.

If you have questions regarding field placement you can reach Professor Kolupski at 814-732-1789.