

Outline of Steps for the Field Placement Process

The following information is for students planning to complete social work field course (SOCWORK 493). Please be aware of deadlines for enrolling and next steps:

STEPS FOR ENROLLING IN FIELD PROGRAM

1. Complete the online field application and submit your resume by the **due date indicated on the field program website.**
 - ✓ A link to the application is available from your Practice III instructor and online at the social work field website: <http://www.uww.edu/cls/departments/social-work/field-program/for-students>.
2. Participate in *Field Orientation Presentation*
 - ✓ Given by Field Coordinator during Social Work Practice III class
 - ✓ If student missed in-class presentation, contact the Field Coordinator to schedule an individualized meeting

WHAT HAPPENS AFTER THE APPLICATION IS RECEIVED?

1. The Field Coordinator will review your application to determine the desired geographical area in which you hope to complete your field placement.
2. The Field Coordinator will transfer your application to a Faculty Field Liaison overseeing placements in your desired geographical area **within two weeks of the application due date.**
3. You will receive an email from your new Faculty Field Liaison shortly after the assignment.

WHAT HAPPENS AFTER I AM ASSIGNED A FACULTY FIELD LIAISON?

1. You will need to enroll in their Social Work Field Experience (SOCWORK 493) course. The Social Work Department ADA, Lori Trimble, will send you an email stating that you have been given permission in WINS to enroll and will provide you with the specific course information for the section and number of credits for which you should register.
2. You will meet or talk with your Faculty Field Liaison to begin the placement process.
3. The placement process can take anywhere from **2-12 weeks** and entails work on behalf of both you and your Faculty Field Liaison. If you are seeking a placement outside of our 75-mile

placement radius, in northern Illinois, or pursuing a new agency, it is likely the process will take longer.

Following are roles/responsibilities of securing a field placement for the desired semester:

Your Faculty Field Liaison will:

- ✓ Communicate with you to indicate whether he/she needs to meet with you in person or has the needed information to start the placement process.
- ✓ Contact your preferred placement site to determine if the agency will work with a student or has availability to work with a student.
- ✓ Link you with the agency representative to set up an interview.
- ✓ Communicate with you to inform you about progress on securing you a placement.

Your role requires you to:

- ✓ Complete your resume and have it available for potential agency Field Instructors.
- ✓ Check your UWW email account daily and promptly reply to email or phone messages.
- ✓ Meet and interview with agency Field Instructor.
- ✓ Inform your Faculty Field Liaison of the outcome of your interview.
- ✓ Work with your Faculty Field Liaison to ensure placement.
- ✓ Complete the online Face Sheet as soon as your placement has been finalized.

WHEN WILL I CONFIRM MY FIELD PLACEMENT SITE?

1. The goal is to secure a field placement site by November 30th for students seeking a spring placements, March 30th for students seeking a summer placement, and May 15th for students seeking a fall placement. Securing a site by the indicated date will ensure all necessary paperwork and forms are completed before you start your field placement.
2. If you are seeking a placement outside of our 75-miles placement radius, in northern Illinois, or pursuing a new agency, it is likely the process will take longer.

CONTACTS

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