



SCHOOL OF SOCIAL WORK
FIELD INSTRUCTION
UNIVERSITY OF MICHIGAN

FIELD INSTRUCTION: YOUR BRIDGE TO THE FUTURE



THE CAREER CENTER: HELPING YOU PREPARE

Followed by a 30 minute session
for those interested in school
social work placements and
specialization

OFFICE OF FIELD INSTRUCTION



Elizabeth (Betsy) Harbeck VosheI, MSW, LMSW, ACSW
Associate Clinical Professor &
Director of Field Instruction



Susan Wiant Crabb, MSW, LMSW
Field Educator & LEO Lecturer IV

ssw-fieldoffice@umich.edu

CAREER SERVICES



Michelle Woods, LMSW
Director of Career Services
ssw-cso@umich.edu

SEND US QUESTIONS

- Simply type your question into the question box
- We have several people in another room answering questions via chat during the webinar
- This PowerPoint and today's recorded session will be posted on the Office of Field Instruction (OFI) [web page](#)

OUR GOALS FOR TODAY INCLUDE PREPARING YOU...

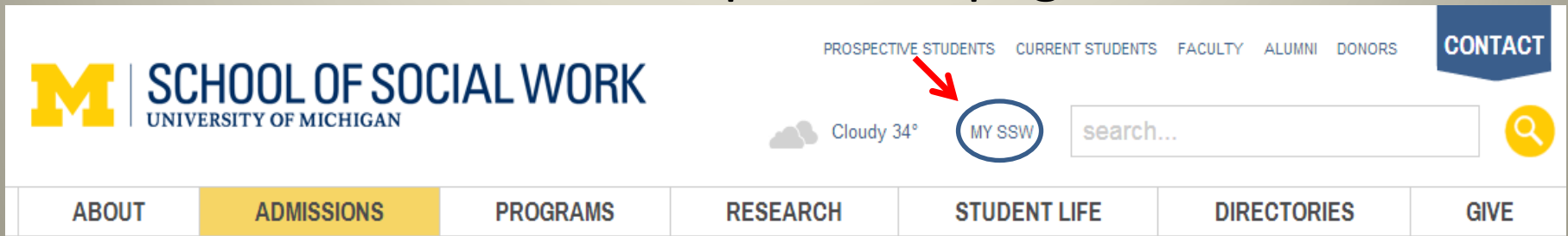
- With information about the field application process which includes writing your Goal Statement and Résumé
- With tips to help you during the field placement selection process
- To learn how to navigate the OFI web page
- To think long-range regarding your career goals

BEFORE YOU BEGIN

- Establish your U-Mich account NOW! All school-wide correspondence is sent here. Address questions/concerns to ssw.msw.info@umich.edu or call 734-936-0961
- Review the OFI information letter before submitting your application. The letter contains links to everything you will need. You may only submit an on-line field application ONE TIME
- If you are in a special program/scholarship: Visit the OFI web page and review this [PDF Handout](#) BEFORE you submit your application
- Decide your *curriculum schedule, method, and practice area* before you look at the placement listings as field placements are determined based on these criteria
- Carefully review the 2014 Incoming Field Student '[Welcome Letter](#)' sent out to all matriculated students

Steps to Finding Important Field Instruction Documents

1. Go to <http://ssw.umich.edu>
2. Click on “MY SSW” at top of web page




3. Log in with login ID (username) and password

A screenshot of the University of Michigan Weblogin page. The header shows the 'M' logo and 'UNIVERSITY OF MICHIGAN WEBLOGIN'. The main content area has the heading 'AUTHENTICATION REQUIRED::' followed by the instruction 'Please enter your Login ID (username or Friend ID) and password to continue.' Below this is a section 'Need a Login ID?' with a link to 'create one now.'. Another section 'Important Security Tips' includes a bullet point stating 'U-M will never send you an email asking for your password. Learn more.' On the right side, there is a login form with fields for 'Login ID', 'Password', and 'MToken'. A red arrow points to the 'Log In' button, which is also circled in blue. Below the form are links for 'Forgot your password?' and 'Login Help'.


Steps to Finding Important Field Instruction Documents – cont'd.

4. Click “View Content” under the Field Instruction” heading


Current Student Forms and Resources



CASC UNDERGRADUATE MINOR
[View content »](#)



FIELD INSTRUCTION
[View content »](#)



GLOBAL ACTIVITIES
[View content »](#)





Steps to Finding Important Field Instruction Documents – cont'd.

5. Here you will find a list of important field instruction documents and deadlines. The Field Instruction 101 chapters elaborate on the field program requirements.

Scroll down to view the “Required Course Forms”.

Current Field Instruction Information

Incoming Student Information




-  [Incoming Letter 2014](#)
-  [Placement Listings](#)
-  [Placement Request Application](#)
-  [Resume Writing and Goal Statements](#)
-  [Employment-Based Placement Proposal](#)
(The following two forms are required when establishing an employment-based placement.)
 -  [Employment-Based Field Placement Proposal Policy and Guidelines](#)
 -  [Employment Based Field Placement Schedule Documentation for Subsequent Term](#)
-  [Important Due Dates In Field Instruction Fall 2013 ~ Spring/Summer 2014](#)
-  [Important Due Dates In Field Instruction Fall 2014 ~ Spring/Summer 2015](#)
- [Searchable Field Instruction Manual](#)
-  [Tips for Interviewing For a Field Placement](#)
-  [Dress for Success Tips: Creating a Professional Impression](#)

FIELD INSTRUCTION 101

- [Chapter 1: Nuts & Bolts »](#)
- [Chapter 2: Logistics of Learning »](#)
- [Chapter 3: Tools of the Trade »](#)

Special Program Requirements for Incoming Students

(Review prior to completing the Placement Application)

-  [Scholarship, Special Program Requirements & Field Placement Planning Fall 2013 - Winter 2014](#)
-  [University of Michigan Health Systems \(UMHS\) Department of Social Work 16-Month and Advanced Standing Field Placement Options](#)
-  [University of Michigan Psychological Clinic \(UPC\)](#)
-  [SafeHouse Flyer 2014](#)
-  [National or Global Field Placement Information and Schedule](#)
-  [Application Guidelines for National Field Placements \(Out of State\)](#)
-  [Application Guidelines for Washington, D.C. Field Placements](#)

ABOUT FIELD PLACEMENTS

- Students apply their classroom knowledge to real-world settings, such as child and family service agencies, government offices, hospitals, public schools, community mental health centers, and grass roots non-profit organizations.
- We have over 500+ placement slots available in southeastern Michigan. We also host placements nationally and globally which have separate application processes.
- There are several Schools of Social Work in the SE Michigan area so placements are very competitive. Meeting deadlines in the application process is critical.

FIELD PLACEMENT TIMELINE

CURRICULUM TRACK	START/END FIELD PLACEMENT	FIELD LETTER SENT VIA E-MAIL	CAREER CENTER REVIEW DEADLINE (if desired)	PLACEMENT REQUEST MATERIALS DUE
Advanced Standing	Sept. - Aug.	April 2, 2014	May 5, 2014	May 16, 2014
20-Month	Sept. - April	April 2, 2014	May 5, 2014	May 16, 2014
16-Month	Jan. - Dec.	April 2, 2014 Special additional Information Session: Sept. 8, 2014	October 3, 2014 All Other Out-of-Sequence field starts are due May 5, 2014	October 17, 2014
Review this information regarding Scholars, special programs, and fieldwork sites with special instructions	Depends on the scholarship, the special program or the fieldwork site	April 2, 2014	Sept. 11, 2014 (for child welfare scholars, clinical scholars, UMHS applicants, and global certificate students)	Depends on the scholarship, the special program or the fieldwork site (refer to this PDF handout on the OFI web page)

16-MONTH STUDENTS

(Placement typically starts in January)

- An Information Session regarding the field placement process for 16-month students is scheduled for **Mon. Sept. 8, 2014 from 4:00pm-5:00pm**. You will receive an e-mail reminder in the early Fall
- The University of Michigan Health Systems (UMHS) Placement Information session is set for **Mon. Sept. 8, 2014 from 5:00pm-6:00pm**, immediately following the 16-mo student info session. *Students considering placement at UMHS are strongly encouraged to attend this session*
- You may choose to have your Goal Statement or Résumé reviewed by the Career Center for feedback. The deadline to have these reviewed is:
 - **Sept. 12, 2014** if you are a considering placement at UMHS, or are a Child Welfare Scholar, Clinical Scholar or a Global Certificate student
 - **October 3, 2014** for all other 16-month students

ALL OUT-OF-SEQUENCE STUDENTS

Students starting field placement in the Fall term due to a scholarship requirement, special program, or a fieldwork site with special instructions may need to submit an Out-of-Sequence (OOS) Petition which articulates their field plan.

- **Curriculum Track:** 16-month
- **Start Field:** Fall 2014
- **Field Application Due:** May 16, 2014
- **Submit OSS Petition:**
http://ssw.umich.edu/programs/msw/ofi/out_of_sequence.pdf

FIELD WORK SITE SPECIAL INSTRUCTIONS

- **SAFE HOUSE** (CO, IP, MHS/Children & Youth and Communities and Social Systems)
 - Has a mandatory training that is only held in the Fall term; If considering placement here for Fall or Winter terms, you must take the training in the Fall term
- **EMPLOYMENT-BASED PLACEMENTS**
 - Requires special planning; Please contact the [field office](#) for guidance

FIELDWORK SITE SPECIAL INSTRUCTIONS

- **UNIVERSITY OF MICHIGAN PSYCHOLOGICAL CLINIC (UPC) (IP/Mental Health):**
 - Students considering this agency for placement are required to start their field placement in the Fall term
 - The required field schedule for this 4-term placement is as follows:
 - Fall 2 days per week
 - Winter 3 days per week
 - Spring-Summer 3 days per week
 - Fall 3 days per week
 - The Field Placement Request Materials are due **May 16, 2014**
- **UNIVERSITY CENTER FOR THE CHILD & FAMILY (UCCF) (IP/Children & Youth):**
 - This agency requires that students must commit to this placement for 3-4 terms (see guidelines) and start in the Fall term
 - Students may be asked to interview via Skype
 - The Field Placement Request Materials are due **May 16, 2014**
 - For more information: http://www.umuccf.org/training/sw_practica.html

BACKGROUND & DRUG TESTING

- Students need to be prepared to participate in many kinds of criminal background checks and perhaps drug testing and/or health screening as a prerequisite to being accepted at a field placement, particularly those that serve children, youth and the elderly.
- Students (at their own expense in most cases) need to consent, complete and pass *any or all* of the following in order to be considered for field placement:
 - ✓ Criminal Background Check (in Michigan or nationally)
 - ✓ Sexual Offender Registry
 - ✓ Child Abuse Registry
 - ✓ Drug /Substance Testing
 - ✓ Driving
 - ✓ Provide proof of immunizations/Health Screening
 - ✓ Complete a Fingerprint application. Information can be found here:
http://www.michigan.gov/documents/sos/DES-025_Livescan_Fingerprint_Request_179196_7.pdf
- Students may need to complete any of these on the day they interview or prior to starting their placement
- Some sites have the required tests listed on their website

ADDITIONAL IMPORTANT ISSUES

- Some field placements may also require an additional letter of recommendation in order to be considered for placement. Be aware that you cannot use the letters that were submitted with your application to the SSW program if you waived your access to them.
- All placements closely follow the American's With Disability Act (ADA). Should a student require an accommodation for field placement, they need to work closely with the Field Office and the Office for Students with Disabilities.
- Students want to position themselves to be able to become licensed in the state where they plan to work.
- Each state has different licensing laws/regulations related to an individual's background. It is your responsibility to become familiar with these as they pertain to your situation.

EXPAND YOUR HORIZONS!

- Not having access to transportation will limit your field placement options. You are responsible for your own transportation to and from your field placement.
- The majority of fieldwork sites are outside the Ann Arbor/Washtenaw county area. Take some time to learn about southeast Michigan and become familiar with the geography. You will need to think about the city of Detroit as being right in our backyard!
- REALITY CHECK: most field placements are going to be a minimum of a 30-40 minute commute—some could be longer!

HOW DO YOU SPELL SUCCESS?

- Do your homework about placement options (see OFI web site), meet deadlines and ***be open to learning something new.*** Work on developing your Goal Statement and updating your resume.
- Do not focus on where you will learn or with whom you will learn—focus on ***what you will learn!***
- Remember that this is a large program (700 + students) and we have to strike a balance between meeting your interests and the agency's needs. The agency ultimately decides if you are a good "fit."
- Dress professionally and remember, transportation to and from your field placement is your ***responsibility—be prepared to drive!***

REQUIRED FIELD ORIENTATION SESSIONS

(hours count towards field credit)

Wed. August 27, 2014~1:30pm-5:30pm: Incoming *Advanced* field instruction orientation for advanced standing, transfer students and students exempt from *Foundation* field instruction

Thurs. August 28, 2014~8:00am-12:00noon: Incoming *Foundation* field instruction orientation for 20-month and Out-of-Sequence students (those students whose placements require them to begin in the Fall term)

Thurs. December 11, 2014~10:00am-2:00pm: 16-Month *Foundation* field instruction orientation for students starting field placement in January 2015

PLACEMENT REQUEST APPLICATION

- Field Placement Request Application consists of:
 - An online application where you will indicate your top 6 placement choices for consideration
 - *Uploading* (not e-mailing) your Goal Statement (in PDF format) when submitting your application
 - *Uploading* (not e-mailing) up to a 2 page Résumé (in PDF format) when submitting your application
- You submit these documents online and they are shared electronically with prospective fieldwork sites
- Please take time to review essential field placement instructions and resources in the [2014 incoming student letter](#)
- [Placement listings](#) can be reviewed at any time, but please note that the list is ever-changing due to openings and closings

GOAL STATEMENT: PURPOSE

- Provides potential field instructors with a “snapshot” of your self-assessed knowledge, skills, and abilities
- Helps determine if what you want to learn is a “match” with what the fieldwork site has to offer
- Describes what led you to social work and outlines your career aspirations
- Shares the skills you want to learn in your field placement
- Describes your learning style, the supervision style you prefer, and addresses how you manage conflict
- Assists in the development of your placement learning plan

GOAL STATEMENT: INSTRUCTIONS

- Refer to the [Goal Statement Guidelines](#)
- Write it in a narrative format-- it is much like a cover letter and functions as a writing sample
- Address the required sections and answer all of the questions. Be sure that it is no longer than 2 pages, double spaced, and no smaller than 11 point font.
- Remember it is a public document that is shared with your field instructor as well as many of your potential colleagues. *Do not include personal/private information.*

****You will upload this as a PDF with your Placement Application Materials****

GOAL STATEMENT: ADDITIONAL RESOURCES

- Click here to read the Field Instruction Course Statements: [Field instruction course statements/descriptions](#)
- For more information on learning styles and to [take a quiz](#), check out this link. It will help you learn how to capture your knowledge and experiences: [Creating an Inventory of Experiences-Module 1](#)
- You have the opportunity for the U-M SSW Career Center to review your Goal Statement prior to submission with your on-line field application. Please contact them directly for assistance at: ssw-cso@umich.edu . You may also call them 734.763.6259 or visit their [web page](#)
- If you need help, please don't hesitate to contact the Field Office especially if you have concerns or questions related to starting your field placement. We are here to help: ssw-fieldoffice@umich.edu or 734.764.5331

RÉSUMÉ

- Two page document
- Easy to read format and style
- Skilled-based
- Use action verbs
- Demonstration of your work, volunteer, and internship experiences (classroom-based experiences count too)
- Review, edit and seek feedback if you choose by contacting the Career Center (ssw-cso@umich.edu)

WHAT HAPPENS NEXT?

- Once you submit your online application, you will receive an automated e-mail assigning you to a Field Faculty person with their contact information. While you may submit your materials prior to the deadline, OFI will not begin working with you facilitating your placement prior to May 16, 2014
- Contact your assigned Field Faculty person with ANY questions. Appointments can be made with your assigned Field Faculty or the Daily Resource Person via telephone or in-person: ssw.ofi@umich.edu
- Start working on your application materials, your Goal Statement, update your Résumé, and any additional paperwork required right away. You may send these for review even if you have not heard about your admissions status as of this date.
- REMEMBER: Stay in contact with your Field Faculty on a continuous basis until you are placed

PLEASE FEEL FREE TO CONTACT US

OFFICE OF FIELD INSTRUCTION

CALL: 734.764.5331

*We have a Daily Resource Person
(DRP) available to assist you*

E-MAIL:

ssw-fieldinstruction@umich.edu

WEB PAGE:

<http://www.ssw.umich.edu/programs/msw/ofi/>

THE CAREER CENTER

**CALL: Michelle Woods
734.763.6259**

E-MAIL: ssw-cso@umich.edu

WEB PAGE:

<http://www.ssw.umich.edu/employment/index.html>



SCHOOL OF
SOCIAL WORK
UNIVERSITY OF MICHIGAN

School Social Work Placement & Specialization Information

Presenters



Clinical Assistant Professor of Social Work
Beth Sherman, MSW, LMSW

Ms. Sherman specializes in the area of social work practice with children and youth. In addition to teaching, she coordinates the *School Social Worker Specialization*.



Field Educator ~ LEO Lecturer IV
Stacy L. Peterson, MSW, LMSW, ACSW

Ms. Peterson is a field educator in the Office of Field Instruction. She works primarily with students interested in children and youth, juvenile justice, and school social worker practice.

Webinar Directions

- The Webinar is a presentation where you may ask questions by simply typing your question in the “question box”.
- At the end of the session, the presenters will remain on-line for additional questions.
- A version of this webinar will be recorded and posted on the SSW Office of Field Instruction site as well as the School Social Worker Specialization page.



Goals

- To provide information about the school social worker specialization
- To provide information about the school social worker field placement process

Overview

- Competencies and Abilities
- Requirements
 - UMSSW School Social Worker Specialization
 - Michigan Approval Process
 - Other States' Requirements
- School Based Placement Process
- Contacts and Additional Resources

Competencies and Abilities

Competencies:

- Engagement
- Assessment
- Intervention
- Social Justice & Advocacy
- Evaluation

Abilities:

- Independent
- Flexible
- Efficient in a fast paced environment
- Organized

Course Requirements

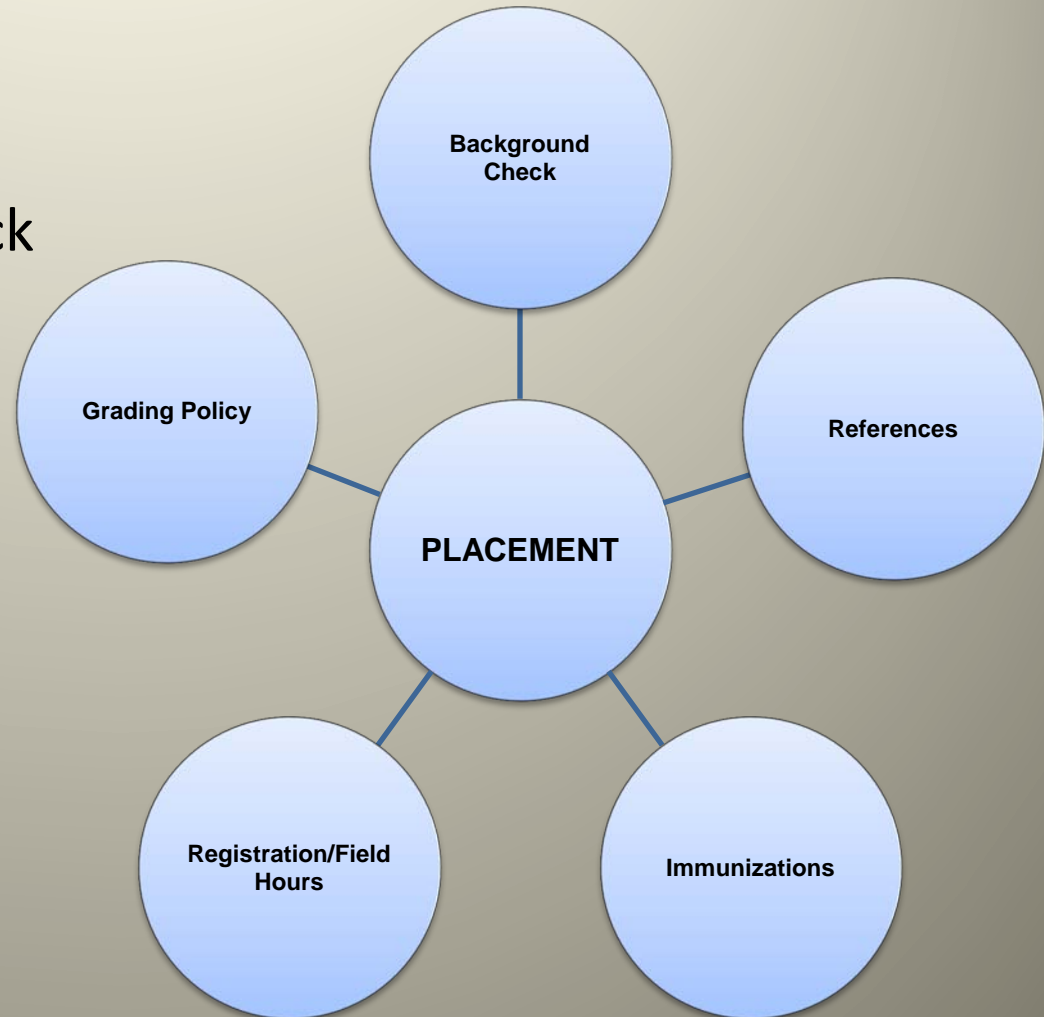
- SW 612 Mental Health & Mental Disorders of Children and Youth
- SW 629 School Social Worker Interventions
- SW 642 School Social Worker Policy and Services
- SW 691 500 Field hours of direct practice with Children/Youth/Families

Approval Process

- State of Michigan School Social Worker Approval Process:
 - Letter recommending student for temporary approval as a school social worker (SSW Form 310). Visit www.ssw.umich.edu for more information.
- Other States' Requirements:
 - Each state has its own requirements for school social workers, please check your state's department of education web site for details.

School-Based Placement Process

- ✓ Review/Timeline
- ✓ Criminal Background Check
- ✓ References
- ✓ Immunizations
- ✓ Registration/Field Hours
- ✓ Grading Policy



Contact Information

- Beth Sherman, MSW, LMSW
Assistant Clinical Professor
School Social Worker Specialization
Coordinator: shermanb@umich.edu
- Stacy L. Peterson, MSW, LMSW, ACSW
Field Educator, Field Liaison, Lecturer IV:
stacyk@umich.edu

Resources

- School Social Worker Specialization
<http://ssw.umich.edu/programs/msw/specialization-and-certification-programs/social-work-in-school-settings>
- School Social Worker Form 310
<https://ssw.umich.edu/assets/temporary-approval-request/>
- School Social Workers Association of America
<http://www.sswaa.org>
- Michigan Association of School Social Workers
<http://masswmi.org>
- Searchable US States' Requirements for School Social Workers
http://nasbe.org/healthy_schools/hs/bytopics.php?topicid=2170&catExpand=acdnbtm_catB., 06-09-2010