



SCHOOL OF SOCIAL WORK

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 certification

OFFICE OF FIELD INSTRUCTION



Field Educator, Liaison / LEO Lecturer IV
Stacy L. Peterson, MSW, LMSW

ssw-fieldoffice@umich.edu

CAREER SERVICES



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

SEND US YOUR 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 available on the Office of Field Instruction (OFI) web page.

OUR GOALS

- We want to prepare you today by including:
 - Information about the field application process.
 - Writing a Goal Statement /Résumé preparation.
 - Tips to help you during the field placement process.
 - An opportunity 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. **You will not be able to access the OFI web page or any field related information without a U-MICH account!**

**You cannot establish this account until you have paid your enrollment deposit.*

- Decide your *curriculum schedule, method concentration, and practice area concentration* before you look at the Placement Listings as field placements are determined based on these criteria.
- Watch the [OFI Introduction Video](#).
- Visit the Incoming Field Student web page. <https://ssw.umich.edu/my-ssw/field-instruction-forms/incoming-students>
- Review the [OFI Incoming Student Information Letter](#).

BEFORE YOU BEGIN

- Check the [Special Placement Information](#). These programs have special field requirements and may require a Fall term placement start.
- Check the [Special Scholar Information](#). These programs have special field requirements and may require a Fall term placement start.
- Employment-based field placements require special planning: Please contact the field office ssw.ofi@umich.edu for guidance.

GETTING STARTED:

20-MONTH & ADVANCED STANDING STUDENTS

TO DO:

- Prepare your Goal Statement following the required [Guidelines](#) (see last page of the incoming letter).
- Prepare your [Résumé](#).
- The Career Center (ssw-cso@umich.edu) is available to review and provide feedback about your Goal Statement and résumé. If interested, you must email these documents to the Career Center by **May 4, 2015**.
- Look over [potential placements](#)
- Watch the [Becoming a Professional Social Worker](#) module (tips for interviewing and professional dress)
- **Field application due: May 15, 2015**

INCOMING 16-MONTH STUDENTS

(Placement typically starts in January unless in a special program or scholarship)

- Incoming 16-month student field application materials are due: **October 16, 2015.**
- An optional Information Session regarding the field placement process for incoming 16-month students is scheduled for **Sept. 14, 2015; 4:00-5:00pm.** You will receive an e-mail reminder in the early Fall.
- The University of Michigan Health Systems (UMHS) Placement Information session is set for **Sept. 14, 2015; 5:00-6:00pm.** 16-month 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 for review is:
 - **Sept. 10, 2015** if you are a considering placement at UMHS or a Global Certificate students.
 - **October 1, 2015** for all other 16-month students.

GOAL STATEMENT PURPOSE

- Allows potential field instructors 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 Educational Agreement.

GOAL STATEMENT INSTRUCTIONS

- Refer to the last page of the [OFI Incoming Letter](#) for the required Goal Statement Guidelines. This will be uploaded (not emailed) when submitting your online field placement application.
- In a nutshell:
 - ✓ Use 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.*

RESUME TIPS

- No more than 2 pages
- Clear and concise formatting (proofread)
- Highlight skills most related to social work
- Chronological format (most recent experience first)

Send resume & goal statement to
ssw-cso@umich.edu by **May 4, 2015.**

FIELD PLACEMENT PURPOSE

- Learning about social work professional values and ethics.
- Integrating your classroom learning with practice in a fieldwork setting.
- Developing a learning/teaching relationship with your assigned field instructor.
- Receiving valuable feedback, supervision, and evaluation from your field instructor who is a qualified practitioner.
- Becoming proficient in the social work competencies.

ABOUT FIELD PLACEMENTS

- Students apply their classroom knowledge to real-world settings, such as child and family service agencies, government offices, hospitals, public schools, and community mental health centers, and grass roots non-profit organizations.
- We have 550+ 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 INSTRUCTIONS




- Refer to the checklist at the end of [Incoming Student Letter](#) for the timeline.
- Submit your [Placement Application Materials](#) online (you will need to log in):
 - Select your top 6 placement choices.
 - *Upload* (not e-mail) your Goal Statement (in PDF format) when submitting your application.
 - *Upload* (not e-mail) your 2 page résumé (in PDF format) when submitting your application.

INCOMING STUDENT FIELD WEBPAGE

<https://ssw.umich.edu/my-ssw/field-instruction-forms/incoming-students>

Incoming Field Students

Students following an Advanced Standing or 20-month track will start field in the Fall term. Students following a 16-month track will start field in the Winter term. For more information on standard field tracks and due dates, see the table and calendar below. To apply for a field placement, complete the following steps:

1. Prepare your  [goal statement](#) and [resume](#).
2. Look over  [available placements](#).
3. Fill out and submit your  [Field Placement Application](#).

If you are a [Special Scholar](#) or are interested in a [Special Approved Placement](#) (ex. UMHS Hospital, National placements, University Center for Child and Family), please review any alternative application steps or due dates.

Soon after you have submitted your materials you will receive a confirmation email. This email will contain information on the Field Faculty you will initially work with. The Field Faculty will contact you to facilitate your placement.




For more information on these pre-field steps, please view Field Instruction 101, [Chapter 1: Nuts & Bolts](#).

Have questions? Find it all in the [Student Guide Volume III: Field Curriculum](#).

INCOMING STUDENT FIELD WEBPAGE

<https://ssw.umich.edu/my-ssw/field-instruction-forms/incoming-students>

Apply for Field

-  [Field Incoming Letter](#)
-  [Field Placement Listings](#)
- [Resume](#) and  [Goal Statement](#) Help
- [Becoming a Professional Social Worker](#)
See: Field Placement Tips for Interviewing and Dress

Forms for Special Circumstances

-  [Field Out of Sequence Petition](#)
-  [Field Request for Supplemental Financial Aid](#)
-  [Field Employment-based Placement Proposal](#)
-  [Field Employment-based Placement Schedule Documentation](#)
-  [Field Return to Field Placement Policy and Procedures](#)

FIELD PLACEMENT INSTRUCTIONS

CONT.

- SSW Field Faculty must initiate all contact with agencies. DO NOT contact fieldwork sites independently.
- To ensure equity for all students, we will not begin working to place you prior to the **May 15, 2015 deadline.**
- Please review the fieldwork site descriptions and web pages on the Placement Listings to learn about the services and learning experiences available prior to submitting your request.

FIELD PLACEMENT PROCESS

- Once you submit your online application, you will be notified via email of your assigned Field Faculty. We encourage you to engage with your Field Faculty during the placement process and seek their advice and input.
- Your Field Faculty will review your Goal Statement, résumé and placement choices and use this information to facilitate your placement. Please remember that each fieldwork site has its own criteria and selection process. Some sites only take students with experience, students in their second year, etc. Please do not get discouraged if you are not selected for your first choice.
- You will interview according to the order you indicate if the fieldwork site is available and appropriate for your course of study.
- Consider doing something that may allow you to build upon your current experiences, improve your skills, and add depth to your résumé.

TRANSPORTATION

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

BACKGROUND CHECKS & DRUG TESTING

- Students need to be prepared to participate in many kinds of criminal background checks and drug testing and/or health screening as a prerequisite to being accepted at many field placements.
- 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 (Michigan or nationally)
 - ✓ Sexual Offender Registry
 - ✓ Child Abuse Registry
 - ✓ Drug /Substance Testing
 - ✓ Driving
 - ✓ Provide proof of immunizations/Health Screening
 - ✓ Complete a [Fingerprint application](#) (this is one of many options)
- 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.

INTERVIEW PROCESS

- You will interview with one fieldwork site at a time.
- The fieldwork site determines if they will interview you based on your experience (résumé) and knowledge, skills, abilities and learning objectives (Goal Statement).
- Some sites also require additional criminal background checks, drug screenings and/or health screenings.
- If you decline an offer, you must notify the fieldwork site and your assigned Field Faculty ASAP, who will then facilitate another placement interview.

ADDITIONAL IMPORTANT INFORMATION

- Letters of Recommendation: Some field placements require these in order to be considered for placement. You cannot use the letters that were submitted with your application to the U-M SSW program if you waived your access to them.
- The American's With Disability Act (ADA): All placements follow this law. Should you require an accommodation for field placement, you will need to work closely with the Field Office and the U-M Office for Students with Disabilities.
- Licensing After Graduation: 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.
- Interpersonal Practice & "Clinical" Work: Students interested in the Interpersonal Practice method concentration need to understand that "clinical" placements are defined in a multitude of ways and that very few fieldwork sites offer training in long-term therapy.

HOW DO YOU SPELL SUCCESS?

- Do your homework about placement options, 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!***

RESOURCES

- 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.
- [OFI Website](#).
- For more information on Learning Styles: [take a quiz](#).
- Students will also have an option to create a Seelio electronic portfolio while in the program. To help you learn more about creating an e-Portfolio, see the on-line module [Putting Your Portfolio Together](#) and contact ssw.portfolios@umich.edu to get started.
- All School Conference Sept. 8 - Sept. 11, 2015
 - All Incoming students are expected to attend

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-ofi@umich.edu

Web Page:

[http://www.ssw.umich.edu/
programs/msw/ofi/](http://www.ssw.umich.edu/programs/msw/ofi/)

Career Center

Call: (734) 763-6259

Email: ssw-cso@umich.edu

Web Page:

[http://www.ssw.umich.edu/
employment/index.html](http://www.ssw.umich.edu/employment/index.html)

**School Social Work
Specialization
&
Certification Information**

Presenters



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

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

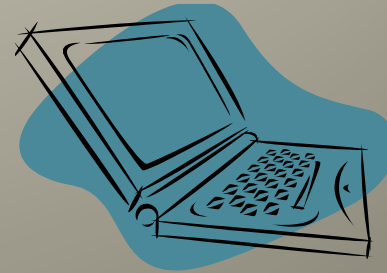
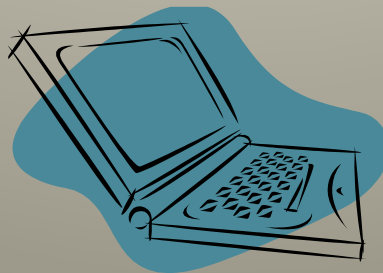
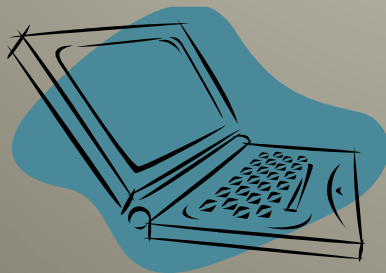


Field Educator, Liaison / LEO Lecturer IV
Stacy L. Peterson, MSW, LMSW

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



Goals

- To provide information about the school social work specialization and certificate.
- To provide information about the school social work specialization field placement process.
U-M [Social Work in School Settings](#) web site.

Overview

- Roles and Qualities
- Requirements for School Social Work Specialization:
 - UMSSW School Social Worker Certificate
 - Michigan Approval Process
 - Other States' Requirements
- School Based Placement Process
- Contacts and Additional Resources

Roles and Abilities

Roles:

- Engagement
- Assessment
- Intervention
- Advocacy
- Evaluation

Abilities:

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

Course Requirements

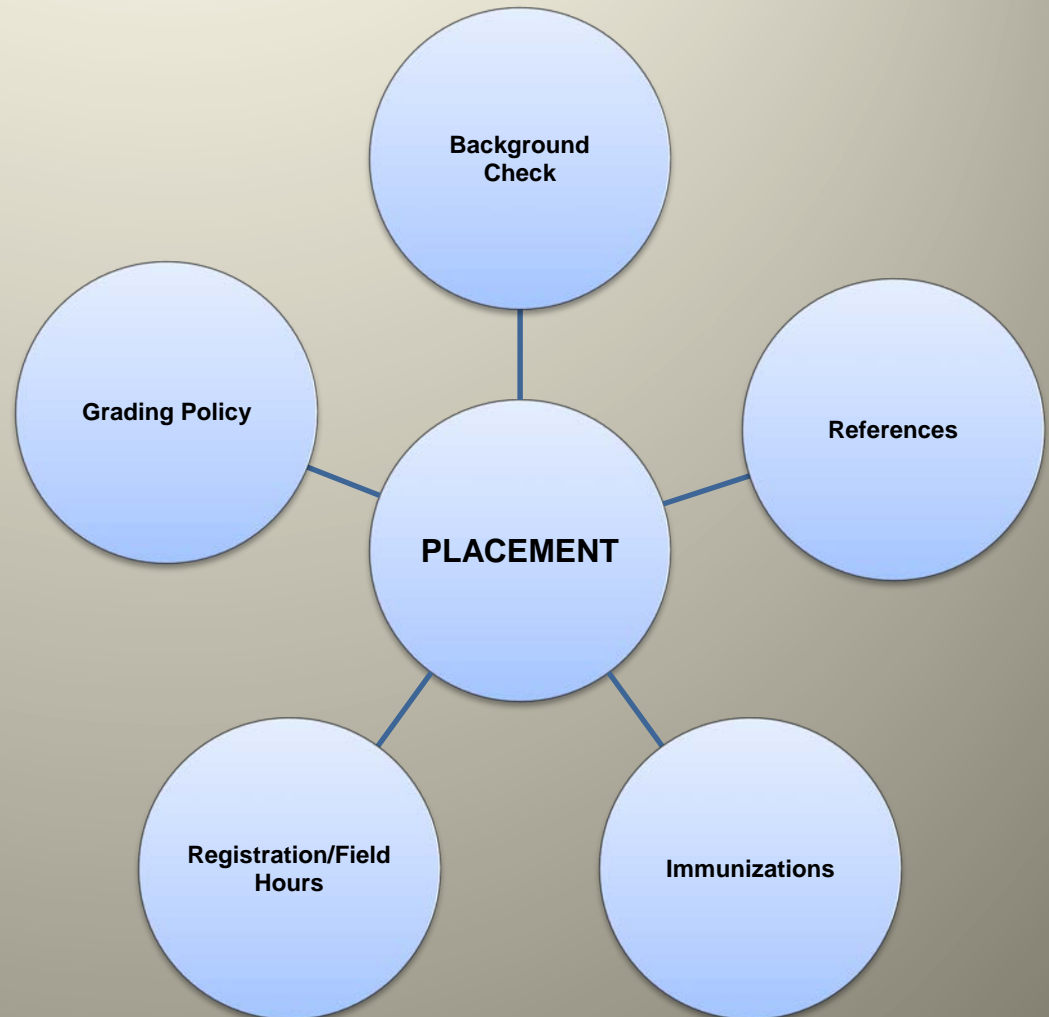
- SW612: Mental Health & Mental Disorders of Children and Youth
- SW629: Social Worker Interventions
- SW 642: Social Worker Policy and Services
- SW515/SW691: 500 Field Hours of direct service with children/youth/families

Approval Process

- State of Michigan School Social Worker Approval Process:
 - [Form 310 Recommendation for Temporary Approval Request Form](#)
- 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 Certificate Coordinator
shermanb@umich.edu
- Stacy L. Peterson, MSW, LMSW
Field Educator, Field Liaison, Lecturer IV
stacyk@umich.edu

Resources

- **School Social Worker Certificate**

<http://ssw.umich.edu/programs/ce/schools/>

- **School Social Worker Form 310**

<http://ssw.umich.edu/programs/ce/schools/eligibilityrequestform.pdf>

- **School Social Workers Association of America**

<http://www.sswaa.org>

- **Michigan Association of School Social Workers**

<http://masswmi.org>

- **School.Social.Works**

<http://www.sitemaker.umich.edu/school.social.works/home>

- **State Practice Requirements**

[http://nasbe.org/healthy_schools/hs/bytopics.php?topicid=2170&catExpand=acdnbtm_c
atB.,%2006-09-2010](http://nasbe.org/healthy_schools/hs/bytopics.php?topicid=2170&catExpand=acdnbtm_c
atB.,%2006-09-2010)