



SCHOOL OF SOCIAL WORK
FIELD EDUCATION
UNIVERSITY OF MICHIGAN

Virtual Pre-Field Orientation
August 27, 2025
WELCOME!

Agenda

- Introductions
- Roles in Field Education
- Technical Standards
- 9 SW Competencies
- Field Assignments
- Field Hours & Credits
- Getting Ready for Field



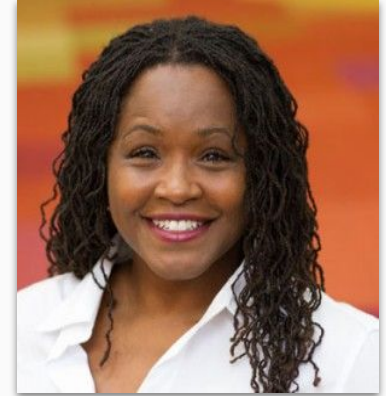
The Office of Field Education Team



Christina Dadswell
Assistant Director
(Residential)
she/her



Erin Khang
Director of Field
Education
she/ her



Yanni Robinson
Assistant Director
(Online)
she/ her

The Office of Field Education Team



Sara Castillo

Office Manager
she/her

Khindra Clarke

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Claire Peterson

Placing Coordinator
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The Office of Field Education Team



Amy Burandt
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The Office of Field Education Team



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The Office of Field Education Team



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Field Faculty
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The Office of Field Education Team



Aimee Vantine
Field Faculty
she/her



Talia Ingham
Field Faculty
she/her

Dr. Yanni Robinson ~ ¡Bienvenidos!

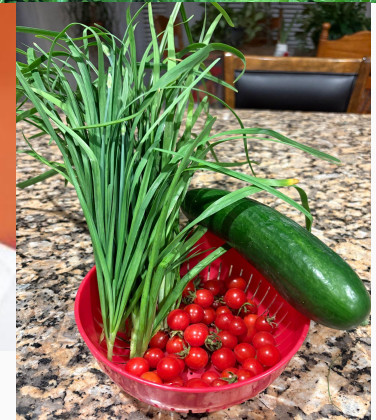
Professional Experience:

- Community Nonprofit since 1997
 - Schools; Pregnant Incarcerated women in Hospitals; and Courts
- Community Mental Health Presentations

Academic Career:

- Western Michigan University 2004-2007
- University of Michigan since 2015

Interests: LM; prevention, healing, resilience



LIFESTYLE MEDICINE



NUTRITION



EXERCISE



SUBSTANCE
ABUSE



HEALTHY
RELATIONSHIPS



STRESS



SLEEP

Talia Ingham

Educational Background:

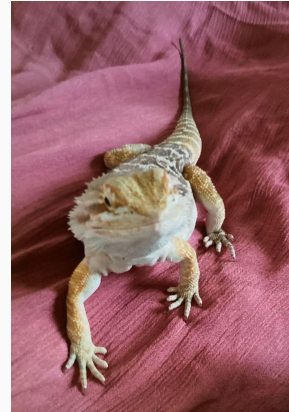
- BS in Psychology
- MSW in Interpersonal Practice in Mental Health

Professional Career:

- MSW Therapist
- Community Mental Health Presenter

Academic Career:

- Placement Coordinator



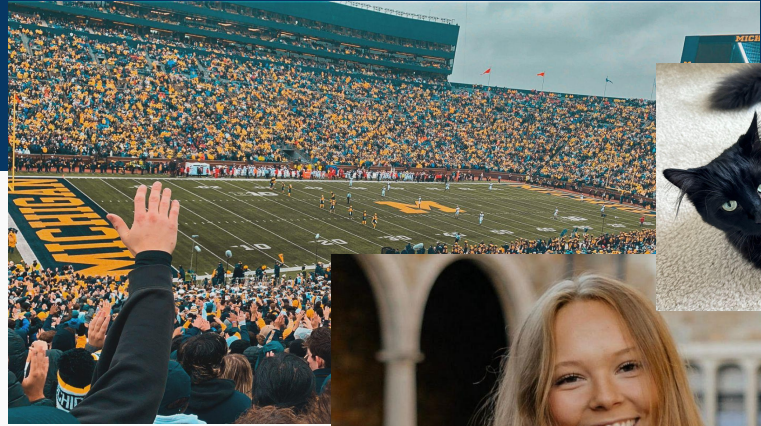
Claire Peterson

Educational Background

- BA in Psychology and Philosophy
- MSW in Management & Leadership and Policy & Political Social Work

Professional Background

- Administrative
- College Admissions
- Human Resources



Introductions



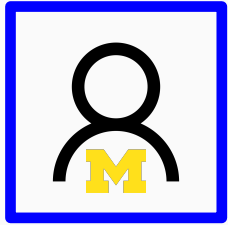
What is Field Education?

Field education is the applied learning, real-world training portion of the MSW curriculum

1. It is a course: SW 515 OR SW 691
2. 515/691 can be found under *Independent Study*

Field education is not intended to be a first career experience (students might not be in settings that align with very specific career interests) but **will** align with their pathway and competency requirements

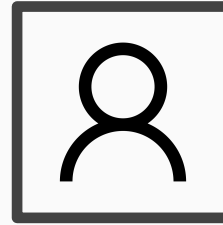
Your Field Education Team



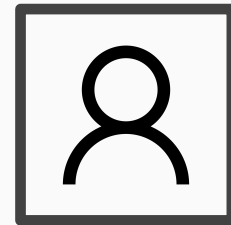
**MSW
Student**



Field Faculty
*U-M SSW
faculty
member in
OFE*



**Field
Instructor**
*MSW
(Typically
employed
at agency)*



**Task Supervisor/
Secondary Field
Instructor**
*Employee at field
site agency*

Communication

- **Frequent and timely communication with your field faculty is essential**; supporting you is our role and we LOVE it!
- Look at Canvas for information about how to communicate with your field faculty
- We won't see you each week, you must reach out if something doesn't feel right to you or if you have questions/concerns



Technical Standards

[Technical Standards link](#)

Communication

- Communicate effectively, responsibly, and in a timely manner in interactions with other students, faculty, field instructors, colleagues, staff, clients, etc (verbal, nonverbal and written)

Technical Standards

Intellectual and Cognitive skills

- Demonstrate a willingness to continually reflect on their own values, attitudes, beliefs, emotions, biases, current and past experiences
- Take responsibility for own actions in field/consider the impact of these actions on others
- Be punctual and dependable, prioritize responsibilities, manage time in field

Technical Standards

Emotional and Behavioral Readiness

- Seek appropriate help to ensure that personal issues do not interfere with field performance
- Demonstrate the ability to tolerate demanding workloads
- Maintain respectful relationships with everyone at field site



Challenges in Field

- If you encounter a challenge in field, contact your faculty, don't wait!
- Field placement is a *class* where you will learn foundational level skills, it often does not match exactly what you plan to do after graduation, but the skills you learn will be transferable to any social work position in that pathway in your future!



Preventing Disruptions

- If you are having challenges, try to work through them with support of your faculty and/or field instructor.
- Switching field placements is only recommended under extenuating circumstances because of significant impacts on finances, course planning and graduation

**students who leave field after the active placing cycle may need to wait 1- 2 terms to re-start field*

Course Tools & Canvas

CANVAS

- Each semester your field course will have a Canvas site that is unique to your field faculty
 - Field Faculty rely heavily on Canvas announcements to communicate with students throughout the semester. Be sure to read field announcements as field faculty don't have the benefit of seeing you in a traditional classroom setting each week

Course Tools & Canvas

ZOOM

- All students have a Zoom account. It will be used for the following:
 - Site Visits (virtual)
 - Field Connections
 - 1:1 Meetings (as needed with field faculty)

Find more information about Zoom [here](#)

Course Tools & Canvas

GOOGLE CALENDAR

- Field Faculty use our Google Calendar for all scheduling
 - Find more information about Google Calendar [here](#)
 - Students can integrate Zoom into their Google Calendar for easy scheduling
 - Find more information about integrating Zoom into your Google Calendar [here](#)



CSWE Social Work Competencies

1. Demonstrate **Ethical and Professional Behavior**
2. Advance **Human Rights and Social, Racial, Economic, and Environmental Justice**
3. Engage **Anti-Racism, Diversity, Equity, and Inclusion (ADEI)** in Practice



CSWE Social Work Competencies

4. Engage in Practice-informed **Research and Research informed Practice**

5. Engage in **Policy Practice**

6. **Engage** with Individuals, Families, Groups, Organizations, & Communities



CSWE Social Work Competencies

7. **Assess** Individuals, Families, Groups, Organizations, & Communities

8. **Intervene** with Individuals, Families, Groups, Organizations, & Communities

9. **Evaluate** Practice with Individuals, Families, Groups, Organizations, & Communities



Field Course Requirements

(refer to canvas for details)



SW 515/691 Course Requirements

- **Placement verification form** (when field starts)
- **Field Connections sign up/attendance**
 - 14 points (1 per term)
- **Site visit scheduling/attendance**
 - 24 points (1 per term)
- **Field online Educational Agreement Assignments Selection**



SW 515/691 Course Requirements

- **Competency Practice Reflection**
 - 14 points
- **Final Online Educational Agreement** (students finalize and submit the online educational agreement)
 - 27 points
- **Meet the MSW program technical standards**
 - 21 points

Placement Verification Form (PVF)



This is your very first field assignment: Assignment 1 in Canvas

[Placement Verification Form](#) (available online when term begins) is linked here & in Canvas and the SSW website

Step 1: Fill out the form

Step 2: Ensure your field instructor signs the form

Step 3: Await final email confirmation from the Office of Field Education to your umich acct.

Placement Verification Form (PVF)



Final Step 4: Upload a screenshot of the office of field education email confirmation to canvas assignment 1

- The Placement Verification form (PVF) confirms when, where, and how long you will be in field placement with your agency and verify you have read through required policies.
- Students who fail to submit this on time may have field temporarily suspended until completion

Field Connections sign up/attendance

- Select your session and sign up - 1 required
 - Sign up on canvas - assignment 2
 - Bring questions/concerns
 - Hear about various topics
- Confirm sign up by submitting email/date info to canvas
- After you attend your full attendance will be confirmed (each FC counts as 1 field hour)



Site Visits scheduling/attendance

One meeting visit required each term to evaluate progress

- Students set this up - see canvas assignment 4 for details
- A time for students to discuss field progress and receive feedback on strengths and areas for growth.
- Depending on multiple factors it may be either:
 - Virtual via Zoom OR In-person at the field placement site



Site Visits scheduling/attendance



Students should be prepared to discuss:

- Specific tasks and learning experiences from your practicum.
- Integration of classroom learning into your social work practice.
- Application of PODS (Privilege, Oppression, Diversity, and Social Justice).
- Specific feedback for your field instructor/task supervisor on supervision and learning.

Educational Agreement Assignment

Selection

Each term, you'll complete the Online Educational Agreement (OEA) which will be your compass in learning the social work competencies.

1. Meet with your field instructor(s) to choose one assignment for each of the 9 CSWE Social Work Competencies and check off the box

Educational Agreement Assignment Selection



2. When all competencies have an assignment selected, you should receive a confirmation email. To complete this assignment in Canvas please upload a screenshot of that email OR type in a comment in Canvas that your OEA Assignments selection validation email was received on *xx/xx/xx (enter date received)*

Competency Practice Reflection



- In assignment 7 in canvas, students will choose one competency in the OEA out of the nine, and write a first “practice reflection”
- This is to be done directly in canvas using the “quiz” function
- Please follow directions and prompts in canvas

Competency Practice Reflection



Write one practice reflection, using 300 - 400 words. Use the What, So What, Now What structure to organize your response. Describe what you did to complete the assignment and reflect on why the experience was relevant to your learning. Consider the practice behaviors utilized.

Competency Practice Reflection



After receiving assignment grade and feedback, make any necessary edits and transfer your entire narrative (including skills list) into the designated practice reflection box in your online Educational Agreement. You will then have one competency done and will have to do the remaining 8 over the course of the term.

Educational Agreement

Finalize/Submit



- The OEA is where you will discuss your practice experiences/connect them to the SW competencies on the remaining 8 practice reflections using the same format used for the first one (see previous slide)
- At the end of the term, you will finalize your key learning experiences and rate yourself on your own development of each competency, as well as asking your field instructor to rate/sign this document

Employment Based Field Placements



- Our focus is your development as a social worker through your application of the knowledge from courses, the NASW Social Work Code of Ethics, and the SSW Technical Standards - you will need to demonstrate your ability to develop your social work lens through practice at your employment site
- tasks based on the 9 social work competencies that you agreed to when applying for field placement

Due Dates



- Field Begins 9/2/25
- Placement Verification Form Due 9/9/25
- Field Connections Meeting sign up by 9/16/25
- Schedule Site visit on faculty calendar by 9/30/25
- OEA Assignments selection 10/6/25
- Competency Practice Reflection
(previously key learning assign.) 10/21/25
- Final Educational Agreement due for student 11/21/25

Academic Calendar

Academic Calendar & Holidays - Share with Field Instructor

- Field Begins 9/2/25
- Fall study break (no class or field) 10/13-10/14/25
- Thanksgiving Break 11/26-11/28/25
- Classes end 12/8/25
- Field ends 12/12/25



Field Registration & Hours

Field Hours = Field Credits

2 credits of SW515 (Foundation Field) - 228 hours

4 credits of SW691 (Advanced Field) - 224 hours

5 credits of SW691 - 280 hours

6 credits of SW691- 336 hours

- Students are responsible for logging their hours and sharing/verifying with their field instructors (not faculty)
- [FIELD LOG](#)

Field Registration & Hours

Remember to:

- Register for field every term - Listed under independent study and your field faculty's section #
- To graduate, most students will need 14 credits of field (Advanced Standing students need 12 credits).
- Students must ensure that they are meeting their total hours per term
- Additional field credits may be earned and used as elective credits - talk with your field faculty



K-12 School Field Placement

- **School Year Schedule**
 - Students in school-based settings follow the K-12 School Calendar: **September - June**
 - Plan field hours with **school breaks and holidays** in mind
- **Earning Additional Credit (SW691)**
 - An extra 56 field hours beyond your scheduled hours = 1 additional credit of SW691

K-12 School Field Placement Cont.

What You Need To Do:

- **Project your hours early** - check if you'll go over your scheduled hours by at least 56
 - **Calculate this before the Add/Drop deadline**
 - **Inform your Field Faculty and Field Instructor.**
 - **Get approval** for credit to be added

Disability Accommodations

- Each student has a right to an inclusive and accessible education. We are passionate about fostering the academic success of all my students. By working together, we can help make sure that happens.

[Services for Students with Disabilities](#)

734-763-3000 or email ssdoffice@umich.edu



For International Students - CPT

- All information specific to International students is located on our SSW website [HERE](#).
- **All MSW students with F-1 status required to obtain Curricular Practical Training (CPT) authorization prior to field each term**
- You must reapply for CPT authorization each term that you are in field and for each field site where you are placed. If you change field sites, you must obtain new CPT authorization.

For International Students - CPT



Prior to **each** term in field, you'll receive information on how to apply for CPT and copies of the required documents from the School and your field placement.

- You must obtain your CPT authorization before your first day of field for that term. There is no fee involved.
- You cannot begin to accumulate field hours until you have emailed your I-20 authorization to:
ssw.msw.info@umich.edu

Field Placement Safety



- Review organization safety policies and procedures
- What to do if injury occurs during field?
 - Follow Field site procedures to manage the immediate situation, get any needed medical care and report it. Debrief with your Field instructor
 - As immediately as possible, report the incident to your Field Faculty & Director of Field Education in the Office of Field Education #734-764-5331.

Field Placement Safety



Ask your Field Instructor/task supervisor:

- What type of unsafe or “at risk” situations may arise in placement
- How to seek guidance and support in these cases
- How can you be exposed to triaging client situations
- How to debrief after an incident/potential incident



Are You Ready for Field Education?

1. How will you enter your field placement community?
2. Understand your anxiety and that it is normal - how are you going to navigate this? What strategies will you use?
3. Think about how to be resilient- How will you recover from tough days at field?
4. Patience in all things including yourself, your learning, the agency, and field faculty.



Are You Ready for Field Education?

5. Practice asking for help from your field instructor, field faculty and peers.
6. Make mistakes, learn, make new mistakes-
This is the learning process!
7. Moving from a “receiver of services” to a “provider of services.”

Final Thoughts

- Field is a course - please ensure you are reviewing the syllabus and Canvas assignments
- Field Faculty welcomes and expects you to reach out with any questions or concerns related to field
- Please start by reviewing the homepage on canvas by clicking “getting started” to see a “start of term checklist” in canvas

Questions?

