



SCHOOL OF SOCIAL WORK  
FIELD EDUCATION  
UNIVERSITY OF MICHIGAN

Pre-Field Orientation  
January 7, 2026  
WELCOME!

# Agenda

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



# Team



**Christina Dadswell**  
Assistant Director  
(Residential)  
she/her



**Erin Khang**  
Director of Field  
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she/ her



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# The Office of Field Education Team



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# Team



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she/her



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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



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# The Office of Field Education Team



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# Your intro slide

- EDUCATION
- EXPERIENCE
- INTERESTS

# Introductions



# What is Field Education?

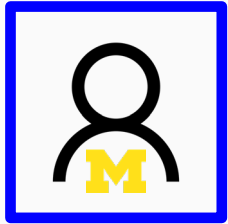
Field education is the applied learning, real-world training portion of the MSW curriculum

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 career interests) but **will** align with their pathway and competency requirements



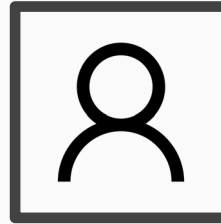
# Your Field Education Team



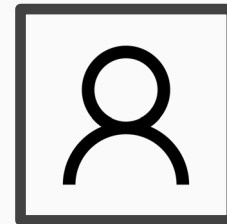
**MSW  
Student**



**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

# 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 their 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 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 1/7/26 (today)
- Placement Verification Form Due 1/14/26
- Field Connections Meeting sign up by 1/30/26
- Schedule Site visit on faculty calendar by 1/30/26
- OEA Assignments selection 2/6/26

# Academic Calendar

## Academic Calendar & Holidays - Share with Field Instructor

- Field Begins 1/7/26
- Spring Break 3/2-3/6/26
- Classes end 4/26/26
- Field ends 4/24/26



# 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**

**2 credits of SW 515 + 2 credits of SW 691 = 340 hours**

- Students are responsible for logging their hours and sharing/verifying with their field instructors (not faculty)

# 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



# Hospital Based Field Placements

## Registration and hours for Hospital Based Field Placements

- Michigan Medicine and Children's Hospital of Michigan require additional field hours

Direction sent in your Congratulations email about credit registration and Out of Sequence Petition. Please connect with me if you have not done this and/or have questions.

# Hospital Based Field Placements



- 24 hours/week requires Foundation 515 PLUS Advanced Field 691
- You only need to submit one assignment for each assignment (Not a separate assignment for 515 and another for 691)
- Please upload screenshots to both canvas courses to account for completion of your assignment
- While still only 9 competencies, your Educational Agreement will have 3 competencies listed twice (once for 515 and once for 691). In total for the first semester, you will have to select 12 assignments in your Educational Agreement and you will need to write 12 Competency Practice Reflections.

# 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](mailto: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](mailto: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



# 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 what you use in any social work position in that pathway in your future!



# Challenges in Field

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

*\*\*\*students who leave field after active placing cycle often need to wait 1- 2 terms to re-start field (longer for online students who are not placed within local range of campus)*



# 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?

