



SCHOOL OF SOCIAL WORK
FIELD EDUCATION
UNIVERSITY OF MICHIGAN

Introduction to Field Education Webinar

U-M SSW - Office of Field Education

Students Starting Field Fall 2025

On Campus and Local Online MSW Students

April 28, 2025 | 5-630pm (ET)

Announcements

- This virtual info session is for Fall field start students. If you begin field Winter 26, save the date for 9/2/25 from 4-530 (ET)
- Please save questions for the Q&A time as your questions may be answered during the presentation. The chat will not be monitored during the presentation

Agenda

- Field Education Introduction
- Field Placement Application Process
- Preparing for Field
- School SW specialization & Certification
- Advice and Final Thoughts
- Q&A

The Office of Field Education Team



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Residential
Assistant Director
she/her



Erin Khang
Director of Field
Education
she/ her



Yatesha Robinson
Online
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she/ her



The Office of Field Education Team



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Field Faculty
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Stacy Peterson

Field Faculty
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Zaynab Boussi

Field Faculty
she/her



Field Education Introduction

- Field education is 25% of the curriculum and the applied learning training portion of your degree
- While your interests are taken into consideration, you will be offered viable field placements that align with your primary pathway, the SW competencies, and build transferable skills

Overall Process

1. Prepare your field application materials
2. Submit your Field Application on time
3. You will receive information about your first available option by 6/6/25
4. Interview (if offered or move on to the next option)

Overall Process

5. If offered, your placement will be finalized. If you are declined post interview, you will move on to the next available option.

**Declining 2 viable placement opportunities pre or post interview will require a meeting with the Field Director*

Field Education Credits

- Field must align with your primary pathway
- 900 hours total are required
 - 14 field credits total (2cr of 515 and 12cr of 691)
- 672 hours total for Adv Standing
 - 12 field credits total (12cr of 691)

Field Time Commitment

2, 3, or 4 semesters

please refer to your Course Planning Sheet

- 2 semesters: 6 cr of 691 (24 hrs/wk) for both semesters
- 3 semesters: 2 cr of 515 (16 hrs/wk), then 6 cr of 691 (24 hrs/wk) for the remaining 2 semesters
- 4 semesters: 2 cr of 515 (16hrs/wk), then 4 cr of 691 (16 hrs/wk) for the remaining 3 semesters

What Will I Do In Field?

Develop CSWE SW Competencies and Skills

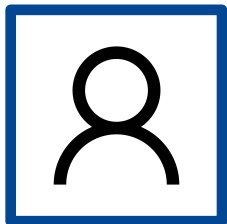
Practice and
apply
classroom
theories and
concepts in a
real-world
setting

Practice
navigating
ethical
concerns
according to
the NASW
Code of
Ethics

Practice
skills and
behaviors
that lead to
core
competency
development

Practice
adherence to
our Technical
Standards

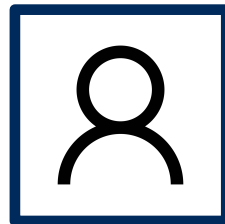
Your Field Education Team



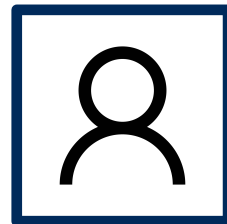
**MSW
Student**



Field Faculty
U-M SSW

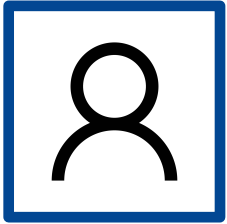


**Field
Instructor(s)**
MSW



**Task
Supervisor**

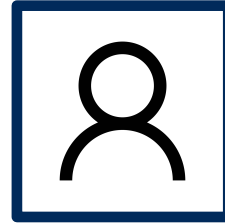
Your Field Education Team



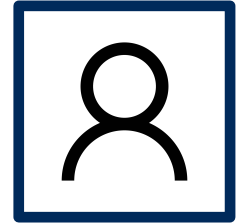
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U-M SSW

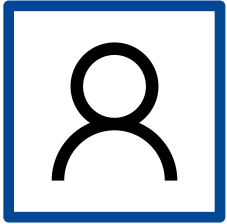


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MSW



**Task
Supervisor**

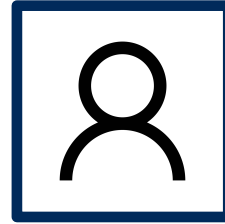
Your Field Education Team



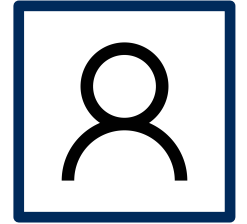
**MSW
Student**



Field Faculty
U-M SSW



**Field
Instructor(s)**
MSW



**Task
Supervisor**

Common Field Questions

Can I complete my field placement at my place of employment?

- Potentially. As long as your employer approves, you have a qualified MSW field instructor, and your job allows you to practice the social work competencies required for your pathway
- Here is our [Employment Based Placement Webinar recording](#)

Common Field Questions

Is Field a Class?

- Yes. Based on your course planning sheet, you will need to register for field 2, 3, or 4 terms

Do I have to find my own placement?

- No, on campus and local online students will submit suggestions from the list of affiliated agencies

Common Field Questions

Can I change field placements?

- Field placements are only changed in extenuating situations. This will result in delaying your progress through the program which will likely delay graduation and result in additional tuition costs

Common Field Questions

Can I do my placement at two different locations?

- No. Students are placed with one agency at a time

Are practicum placements paid?

- Some. It is agency dependent and can be found in the field application

Common Field Questions

I am working full time - how will I fit my field placement in with classes?

- You will need to adjust your work schedule to prepare to complete field within normal business hours (M-F 8a-5p)

Common Field Questions

**I am only interested in psychotherapy placements.
What options do I have?**

- We are limited by the number of agencies accepting students that we have legal contracts with.
- The goal is to ensure you obtain field hours that align with accreditation requirements for your MSW degree

Common Field Questions

Can I have an evenings and weekends only field placement?

- There are very few evening/weekend options
- Please prepare to be in a field placement within normal business hours (Mon-Fri 8-5p)

Field Placement Application Process

Application Dates for students starting Field Fall 2025

**Applications
Open**

May 12, 2025

Invites sent to
your umich
email

Applications

Due:

May 23, 2025

May 30, 2025

No further field
applications will be
processed, you will
be notified of the
need to delay field
to the next semester

Drop-In & Placing Office Hours

- The Office of Field Education welcomes you to drop in in-person or virtually 5/6 - 5/23 (daily drop in hours are held 9-11a and 1-3p)
- Field application specific virtual hours are held while the field app is open 5/12-5/23

[Click here for more details](#)

Field Applications

PLEASE REVIEW OUR WEB RESOURCES:

[*Incoming Field Students Page*](#)

[Resume Tips](#)

[SSW Writing Assistance](#) for Field Goal

Statements

[Composing and submitting your field application](#)

[Interviewing](#)

[Preparing to start](#)



Have Your Goal Statement and Resume Ready

Goal statement: 1-2 page written statement that is shared with potential field placements to give them an idea of your knowledge, skills and interests

- Follow the [goal statement guidelines](#) to compose
- Feel free to reach out to the SSW Writing Skills/Study Skills coordinator: [SSW Writing Assistance](#)

Have Your Goal Statement and Resume Ready

Resume: Same as any other resume, but with any social work experience or skills emphasized

- **Please ensure you use your UMich email address on your resume-**This is how agencies/field instructors will contact you.
- Please combine your Goal Statement and Resume into one PDF document
- The Office of Career Services (CSO) website has [resume guidelines and examples](#)

Submitting Your Field Application

Welcome to the Field Placement Application

Before you complete this application you should have attended or listened to the Introduction to Field Education Webinar. It is essential that you understand what a social work field placement is, what the application process includes, and your role and responsibilities in this process before completing your field application. If you have any questions, please attend our office hours so that we can assist you.

The field placement process is dynamic, involving many moving people and organizations. You must review the preparation materials so that you can be informed about the choices that you are making and how they impact your field placement experience.

Drop in [OFE office hours](#) are available if you have any questions about this application process or form

* = Required Field

Please complete the tasks listed below before you complete and submit your field application

- ☒ Watched the [Introduction to Field Education Webinar](#) *
- ☒ Reviewed [Incoming Field Students website](#) *
- ☒ Prepared goal statement according to requirements listed in the [Goal Statement Guidelines](#) *
- ☒ Prepared [resume](#) with UMICH email address *

First Decision - Employment Based Placement or Not?

Placement Type

Are you interested in an employment-based field placement at your current place of work where you engage in social work activities? (Please note that this option will require additional paperwork later.)

No



Non Employment Based Placement Applications

- This will be the vast majority of you
- You will be asked to select 3 placements based on the descriptions provided- these are not guaranteed but aid in narrowing down viable options
- You can use filters to help

Employment Based Placements (EBP)

- This applies only to those who are currently employed at the time of the placing process and wish to pursue an EBP
- You will need to attest to watching our [EBP Webinar](#)
- You can search your current employer. If it is not listed, you will be able to list details
- A separate EBP application is required

Placing Process Considerations

Agency

- Field instructor/Agency availability
- Training program cycle
- Changes in funding
- Previous experience with students

Student

- Program schedule
- Student availability
- Student's interest/pathway
- Related experience
- Professionalism

Placing Process Considerations

For those not pursuing an EBP, please do not reach out to agencies directly.

Our office maintains relationships with our contracted agencies and it is important for us to maintain our established communication channels and expectations.

Thank you in advance for your cooperation.

What Happens After You Submit Your Field Application?

Application Review

- Application is reviewed by UM Field Faculty connected to your first choice to see if that is available
- Field Faculty may reach out with questions or suggestions based on your selections

Materials Sent to Available Agency

- This process is dynamic and circumstances shift for agencies. Your materials will be sent to available agencies that align with your pathway. We take into consideration your selected agencies
- All students should receive a communication from Field Faculty and be moving forward with a first option by 6/6/25

Agency Offers or Declines an Interview?

- [Click here for more interview prep information](#)
- If the agency declines to offer an interview, your placing field faculty will move forward with the next available option

Agency Offers or Declines Post Interview?

- Congratulations if offered!
- If you are not offered, your field faculty will provide any feedback received and connect regarding moving forward with the next available option.
- **Your field faculty may change based on the agency*

Additional Considerations

Hospital Placements

4/30/25 (5-6 ET) Virtual Hospital Placement Info Session [click here to register](#)

5/6/25 (5-6 ET) Michigan Medicine Specific Info Session for Fall placements [click here to register](#)

Disability Accommodations

- Each student has a right to an inclusive and accessible education. The field office is passionate about fostering the academic success of all students.
- The University of Michigan recognizes disability as an integral part of diversity and is committed to creating an inclusive and equitable educational environment for students with disabilities and neurodiversity.



[Services for Students with Disabilities](#) 734-763-3000 or email
ssdoffice@umich.edu
(or Emily Wisler directly at ewisler@umich.edu)

Field Placement Proximity

- “Local” options are within 45-60 min of the main Ann Arbor campus. (Most are in Ann Arbor, Ypsilanti, and Detroit)
- Most students travel an average of 30 to 60 minutes one way to get to field. **Please plan accordingly**
 - You are responsible for your transportation to your field site
 - If you don't drive or have a car, indicate this on your application, as this does limit options
 - Transportation options can include carpooling and public transportation



What If Finding a Placement is Difficult?

- Placing is a collaborative and evolving process. What is within your control:
 - Ensure you are responding to your umich emails regarding placing in a timely fashion (within 1-2 business days)
 - Prepare your materials ahead of time (resume and goal statement)
 - Prepare and practice for interviews
 - Be open to feedback

What If Finding a Placement is Difficult?

- Reach out to your placing field faculty as needed to discuss your situation and circumstance. They can provide support and mentorship along the way
- Field faculty work as a team. We will work together to find the next opportunity for you.
- Students who are unsuccessful or refuse two viable options (pre or post interview) will meet with their placing Field Faculty and the Field Director (or Assistant Director).

Additional Important Information and Resources

- [International Student Field Placement Information](#)
- **Letters of Recommendation** - occasionally requested by field site
- **Undocumented Status**
 - U-M SSW Office of Student Services (ssw-oss@umich.edu)
- **Licensing and Career Planning**
 - [Association of Social Work Boards](#)
 - [National Association of Social Workers](#)
 - [SSW Career Services](#) - ssw-cso@umich.edu

Special Program & Financial Aid* Considerations

Special Program Information

Contact for an application

ssw.msw.info@umich.edu

- [Community Scholars: Community-Based Initiative in Detroit and/or National Community Scholars Application](#) Open
- [Detroit Scholars Program](#) June 1
- [Geriatric Scholarship Program Application](#) Open
- [Jewish Communal Leadership Program Application](#) Open
- [New Leaders in African-Centered Social Work Scholars Program Application](#) Open
- [Peace Corps Coverdell Fellows Scholarship](#) June 1
- [Trauma Informed Programs and Practices for Schools \(TIPPS\) Scholars Program Application](#) Open

* Financial aid (loans, work-study, grants/scholarships) can be utilized to cover field related expenses. This usually requires that students have excess financial aid (loans and grants/scholarships) that can be refunded to them to cover costs. SSW may have funding available each semester to support a limited number of field stipends for eligible students.

Once Placed - Preparing for Field

Congratulations on your placement!

- Review the content on the [Prepare to Start website](#)
- Check in with the field instructor before the start date about any additional requirements you'll need to complete
E.g. Health screenings, drug testing, background checks
- **Your mandatory Pre-Field Orientation occurs during SEED week for on campus students and virtually 8/27/25 for online students**

School Social Work Specialization & Certification

SSW Specialization Course Requirements

Interpersonal Practice or Welfare of Children and Families
Pathway *

- SW 626 School Social Work Assessments
- SW 628 School Social Work Interventions
- SW515/SW691: 500 Field Hours of direct service with children and youth.

SSW Specialization Course Requirements Cont.

*Exceptions can be made for students in the Community Change pathway and the Global pathway, if the field placement can accommodate 500 hours of direct practice with children and youth, and a meeting is held with Beth Sherman to formulate a specific plan.

More information: [U-M Social Work in School Settings](#)

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 dept of education website for details.

School Social Worker Resources

- **[School Social Worker Specialization](#)**
- **[School Social Worker Form 310](#)**
- **[School Social Workers Association of America](#)**
- **[Michigan Association of School Social Workers](#)**

Contact Information



- Beth Sherman, MSW, LMSW
Associate Clinical Professor
School Social Worker Specialization Coordinator
shermanb@umich.edu



- Stacy L. Peterson, MSW, LMSW
Field Faculty, Lecturer IV
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- Zaynab K. Boussi, MSW, LMSW
Field Faculty, LEO Lecturer IV
zboussi@umich.edu

Advice As You Begin Field

- Be patient with all you have to learn
- Students who are open to new opportunities and put the most into field get the most out.
- Learn to function with discomfort, anxiety, and ambiguity
- Be willing to make mistakes and learn from them
- Want, seek and use feedback



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
- The Field Office is available and would love to hear about the positive impact you are making in field!
Please reach out to schedule a time to connect with your Field Faculty, Assistant Directors, or Director!

**"This is not a profession
where success is perfection.
Success is resilience"**

Thank you!

Questions?

ssw-fieldoffice@umich.edu

or

734-764-5331