



SCHOOL OF SOCIAL WORK  
**FIELD EDUCATION**  
UNIVERSITY OF MICHIGAN

## **Introduction to Field Education Webinar**

U-M School of Social Work - Office of Field Education

**Students Starting Field Spring/Summer 2025**

**On Campus and Local Online MSW Students**

December 9, 2024 at 5-630pm (ET)

# Agenda

- **Introduction of the Office of Field Education Team**
- **Field Education Introduction**
- **Field Placement Application Process**
- **Additional Considerations**
- **Preparing for Field**
- **School SW specialization & Certification**
- **Q&A**



# The Office of Field Education Team



**Erin Khang**  
Director of Field Education &  
Clinical Assistant Professor  
she/ her



**Yatesha Robinson**  
Online Assistant Director  
she/ her



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



**Celia Meagher**  
Program Assistant  
she/they



**Khindra Clarke**  
Program Assistant  
she/her



**Sara Castillo**  
Office Manager  
she/her



**Talia Dyerly-Ingham**  
Field Coordinator  
she/her



# The Office of Field Education Team



**Aimee Vantine**  
Field Faculty  
she/her



**Amy Burandt**  
Field Faculty  
she/her



**Feyi Adunbi**  
Field Faculty  
she/her



**Miriam Connolly**  
Field Faculty  
she/her



**Mona Berry**  
Field Faculty  
she/her



**Nitesh Singh**  
Field Faculty  
he/him



**Rachel Naasko**  
Field Faculty  
she/her



**Rosalva Osorio Cooksy**  
Field Faculty  
they/she



**Stacy Peterson**  
Field Faculty  
her/she



**Zaynab Boussi**  
Field Faculty  
she/ her



# The Purpose of MSW Field Education

- Field education (field placement, practicum, experiential education) is the applied learning, real-world training portion of the MSW curriculum.
- It is **NOT** intended to be your first career experience meaning
  - This means that students may be placed in settings that **do not align** with their career interests
  - The focus is to develop transferable skills and competencies
- Field education provides the opportunity to take classroom learning and practice these concepts and skills in the community where social work takes place
- It's crucial to preserve your placement and work to address resolvable challenges; disruptions can result in **significant** costs and delay graduation



# What Will I Do In Field?

## Develop CSWE Social Work 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 and ensure adherence to our Technical Standards

*Communication*

*Intellectual & Cognitive Skills*

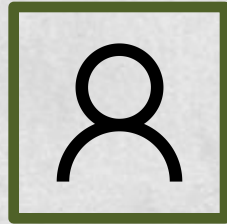
*Emotional & Behavioral Readiness*



# Your Field Education Team

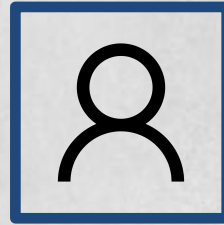


**MSW Student**



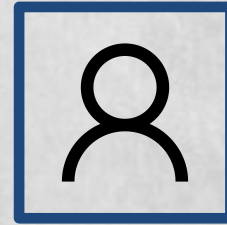
**Field Faculty**

*U-M SSW faculty  
member in the  
Office of Field  
Education*



**Field Instructor(s)**

*MSW  
(typically  
employed at the  
field site)*



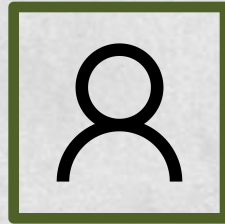
**Task Supervisor**

*Employee at field  
site*

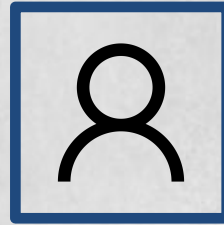
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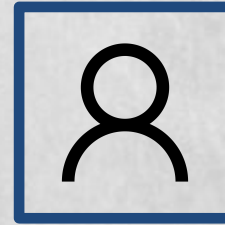
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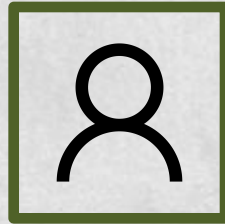
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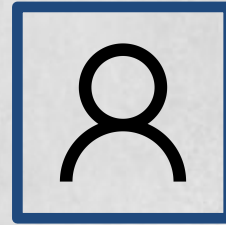
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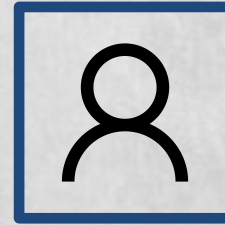
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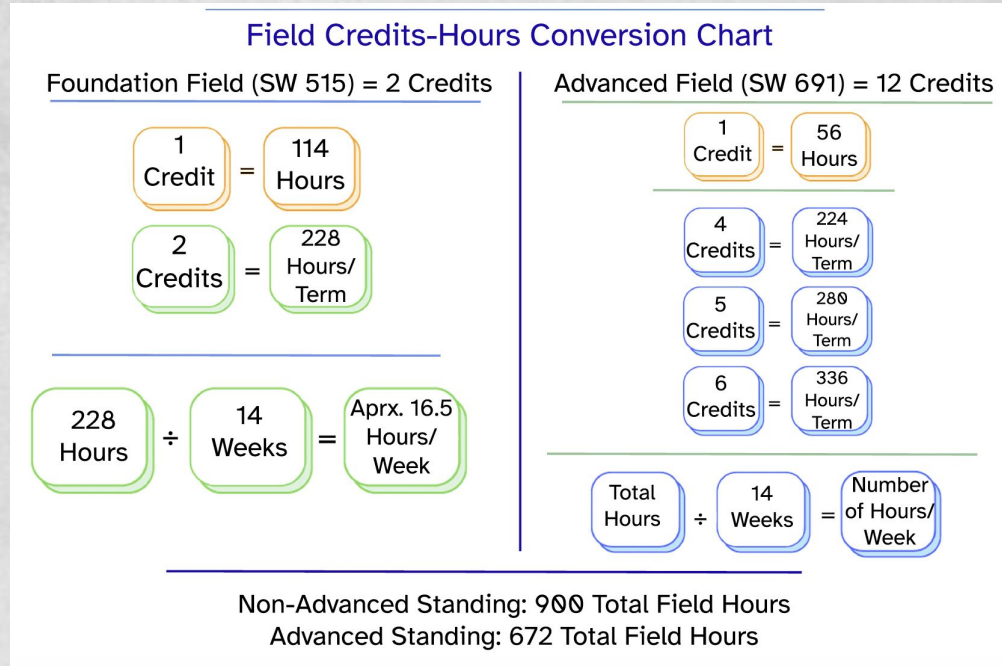
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**Task Supervisor**  
*Employee at field  
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# Field Time Commitment

2, 3, or 4 semesters depending on your curriculum plan - please refer to your Course Planning Sheet



**Please plan accordingly. Field is typically during normal business hours Mon-Fri 8a-5p**



# Common Field Questions

## Is Field a Class?

- Yes. You will need to register for 515 or 691 each semester

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

- Yes! 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

## Can I change field placements?

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

## Do I have to find my own placement?

- No, on campus and local online students will select from our list of available placements.

## Can I do my placement at two different locations?

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



# Common Field Questions

## **Are practicum placements paid?**

- Some. U of M allows agencies to pay interns, but it is uncommon

## **Can I have an evenings and weekends only field placement?**

- Evening and weekend field placement opportunities are very limited and, if requested, may restrict student placement options.
- Every effort will be made to find an appropriate placement at an eligible field site during evening and weekend hours, if available.
- Please prepare to be in a field placement within normal business hours (Mon-Fri 8-5p)

## **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

## **I am only interested in a psychotherapy placement. What options do I have?**

- We are limited by the number of agencies accepting students that we have legal contracts with. No one graduates ready to independently see psychotherapy clients.
- The goal is to ensure you obtain field hours that align with accreditation requirements for your MSW degree



# Field Placement Application Process



# Important Application Dates for students starting Field Spring/Summer 2025

Applications Open  
January 20, 2025  
You will receive an  
invitation to your  
umich email

Applications Due:  
January 31, 2025

**February 2, 2025**  
No further field  
applications will be  
processed, you will be  
notified of the need to  
delay field to the next  
semester



# Placing Timeline

Email sent for on campus and local online SS25 Field Start Students with the Field Application hyperlink



All Field Applications Due today  
Not completing your application on time will impact your progress through the program including your graduation timeline

*If you have not heard from a Field Faculty team member by 2/14/25 please email [ssw-fieldoffice@umich.edu](mailto:ssw-fieldoffice@umich.edu)*



# **Fall Field Virtual Drop-In Placing Office Hours for Spring Summer 2025 Field Applications**

**Monday 1/20/25 (1-2p)**

**Tuesday 1/21/25 (9-10a)**

**Wednesday 1/22/25 (1-2p)**

**Thursday 1/23/25 (9-10a)**

**Friday 1/24/25 (1-2p)**

**Monday 1/27/25 (9-10a)**

**Tuesday 1/28/25 (1-2p)**

**Wednesday 1/29/25 (9-10a)**

**Thursday 1/30/25 (1-2p)**

**Friday 1/31/25 (9-10a)**

Zoom links for Office Hours are posted on the Incoming Field Students Website:

**<https://ssw.umich.edu/r/FieldFacultyOfficeHours>**

**\*All times above are ET**

**You're invited to drop in!**





# Prepare for your Field Application Submission

An email will be sent to your Umich email when the application opens up

PLEASE REVIEW OUR WEB RESOURCES:

[\*Incoming Field Students Page\*](#)

1. Preparing your application materials

[Resume Tips](#)

[SSW Writing Assistance](#) for Field Goal Statements

2. [Composing and submitting your field application](#)
3. [Interviewing](#)
4. [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](#)

**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.
- The Office of Career Services (CSO) website has [resume guidelines and examples](#)



# Composing and Submitting Your Field Application

The online field application will require you to confirm you have:

- Attended or watched this Introduction to Field Education Webinar
- Reviewed the Incoming Field Students Website
- Prepared your goal statement according to requirements listed in the Goal Statement Guidelines
- Prepared a resume with a Umich email address

It will then ask if you are interested in an Employment Based Placement

That answer will determine which version of the field application you complete

***Every effort will be made to match you with a selected or similar agency that aligns with your pathway and goals. Please note this is a dynamic and constantly shifting process.***



# Non Employment Based Placement Applications

This will be the vast majority of you

- You will be asked to rank and describe your first and second priorities (weekly schedule, setting, and practice opportunities). This will aid your placing field faculty in the process
- Next, you will need to rank your top 3 choices based on the available agencies
  - Filters are available if helpful: Transportation, Stipend, Program Details, and Location.
  - We recommend you be as open as possible and limit your filter selections so you can review agencies you may not have typically considered
- If you do not see any agencies within 60 miles of your current residence, there is a button to click under the “Filter by Location” section



# Employment Based Placements (EBP)

- Some may wish to explore whether your current employment can also serve as your field placement
- You will be required to view our EBP Webinar and attest
- You can search your current employer. If it is not listed, you will be able to list details
- There are multiple requirements and a separate application is required
- Major requirements include: (full details are available in the EBP application)
  - your proposed employment based placement can meet your planned pathway and CSWE competencies
  - your agency is willing to pursue the approval process
  - your agency is willing to support the number of field hours required
  - your agency has a MSW on staff who meets current field instructor requirements

**The Employment based placements process begins with the same process of applying via the field application**



# 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

**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 Apply

*\*Please check your umich email regularly and ensure timely responses*

**Application review by  
UM Field Faculty connected  
to your first choice**

Field Faculty may reach out with questions or suggestions based on the agencies you ranked.

**Resume /  
Goal Statement  
Sent to Agency**

Materials are sent to the highest ranked agency you selected that is still accepting students.

All students should receive their first interview offer from Field Faculty by 2/14/25

**Interview Offer or  
Decline**

[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

**Placement Offer or  
Decline**

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



# **Additional Considerations**





# What if I Don't Get an Interview or Am Not Accepted After I Interview?

- You are not guaranteed one of your ranked choices. It is a guide to understand your preferences but is dependent on multiple factors
- Reach out to your field faculty to discuss your situation and circumstance
- Your assigned field faculty can provide any feedback received and offer support to improve your interview skills
- You may need to reflect on where you are in your skill development and what placements might be a better fit
- Field faculty work as a team. We will work together to find the next opportunity for you.
- Students who are unsuccessful or refuse two interview attempts will meet with their placing Field Faculty and the Field Director (or Assistant Director).



## 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



# 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.



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

# 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](mailto: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](mailto:ssw-cso@umich.edu)



# Once Placed - Preparing for Field

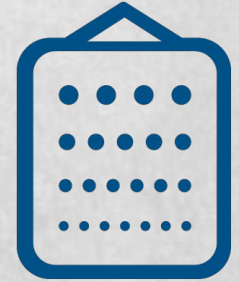


# Congratulations on your placement!

- Review the content on the [Prepare to Start website](#)
- Read: [Are You a Joy?](#)
- Check in with the field instructor before the start date about any additional requirements you'll need to complete

## *Examples*

- Health screenings & drug testing
- Background checks
- Make sure you are checking and responding to emails from your umich account throughout the winter to ensure timely communication
- **You will receive an email regarding your mandatory Pre-Field Orientation which will occur at the beginning of the Spring/Summer semester**



# Best Approaches to Field: 5 Pieces of Advice

- Be patient with all you have to learn
- Own your learning and manage your expectations. You learn just as much from what doesn't go well as what does.
- Learn to function with discomfort, anxiety, and ambiguity
- Be willing to make mistakes and learn from them
- Want, seek and use feedback



# Final Thoughts

- Please don't hesitate to reach out to your assigned SSW Field Faculty with any questions or concerns.
- Friendly reminder your field placement ensures you obtain the necessary experiential practicum hours that align with accreditation standards and ensures you meet the requirements of the MSW degree.
- Barring any extenuating circumstances, we strongly encourage you to remain in your one field placement. Changing placements is disruptive to your learning experience and often delays your anticipated graduation plan and may have financial implications.
- 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!





# **School Social Work Specialization & Certification**



# School Social Work 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.

\*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 department of education website for details.



# School Social Worker Resources

- **School Social Worker Specialization**  
<https://ssw.umich.edu/programs/msw/financial-aid/school-social-worker-specialization>
- **School Social Worker Form 310**  
<https://ssw.umich.edu/offices/registrar>
- **School Social Workers Association of America**  
<http://www.sswaa.org>
- **Michigan Association of School Social Workers**  
<https://masswmi.site-ym.com/>



# Contact Information



- Beth Sherman, MSW, LMSW  
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- Zaynab K. Boussi, MSW, LMSW  
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[zboussi@umich.edu](mailto:zboussi@umich.edu)

# Thank you!

## Questions?

Contact us at

[ssw-fieldoffice@umich.edu](mailto:ssw-fieldoffice@umich.edu)

or

734-764-5331



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