Office of Global Activities  
Global Field Placement “To-Do” List

Only students in the 16-month out-of-sequence curriculum track who have a fall field placement may apply for a global field placement. Selection is based on slot availability, academic standing, fall field placement performance, and the strength of the application and interview. This is a competitive process and slots are limited. Applicants can indicate their country preferences, but ultimately the Office of Global Activities (OGA) and the Office of Field Instruction (OFI) make the final decision about the placement location. Students not accepted for a global field placement will remain in their local field placement for the spring/summer term.

FALL TERM 2014

September-October
- Contact the OGA to indicate interest in a global field placement at ssw.oga@umich.edu or 734-936-1964.
- Students applying for a global field placement must fill out an Out-of-Sequence petition and submit it to the Office of Field Instruction for review and approval. www.ssw.umich.edu/shared/forms/out_of_sequence.pdf
- Students should meet with their faculty advisor to discuss course planning related to the global field placement and career aspirations. In early December a faculty advisor recommendation form is required, so it is important students remain in contact with their advisor throughout the semester.

September 17th
- Attend the OGA information session on global social work options. Students who are unable to attend must contact ssw.oga@umich.edu to make alternative arrangements.

October 24th
- **Deadline**: Complete all application materials through M-Compass.
- Students who have not submitted an Out-of-Sequence petition, must do so at this time. http://www.ssw.umich.edu/shared/forms/out_of_sequence.pdf

October 27th-31st
- Respond to the email regarding scheduling an interview time with the selection committee.

November 3-14
- Attend scheduled interview.
- Begin exploring funding opportunities and deadlines. http://www.ssw.umich.edu/public/OGA/funding.html

During the week of November 17
Electronic recommendation forms will become available on M-Compass. Students need to send a recommendation request to their faculty advisor and field instructor. Make sure to send the request in advance of the December 1, 2014 deadline.

December 1st
- **Deadline**: All recommendations need to be submitted by faculty advisors and field instructors. These recommendations are used in the selection process.
December 22nd
Students will be notified by email of the results of their application with acceptance letters sent out in early January. The application materials, interview, recommendation forms, funding strategy, academic standing, and performance during the fall field placement are all taken into consideration for this decision. Accepted students must be in good academic standing throughout the fall and winter terms. Good academic standing is defined as a B average or above. In addition, students must receive a ‘S’ (Satisfactory) in SW 531 Foundation Field Instruction Seminar and SW 515 Foundation Field Instruction.

- Enroll in SW 648 Issues in Global Social Work Practice in the Winter 2015 semester. This course is required. SW 648 is a 1-credit course that meets the winter term before students depart for their global experience.

**WINTER TERM 2015**

**January-March**
- Attend SW 648 course sessions throughout winter term.
- Apply for additional funding opportunities. [http://www.ssw.umich.edu/public/OGA/funding.html](http://www.ssw.umich.edu/public/OGA/funding.html)

**January**
- Begin trip preparations:
  1) Research placement and country.
  2) Purchase flights.
  3) Get passport and/or visa if necessary.
  5) Consult the State Department’s website for current updates on local conditions. [http://travel.state.gov/travel/travel_1744.html](http://travel.state.gov/travel/travel_1744.html)
  6) Begin working on all post-decision materials in M-Compass.

**January 30th**
- Deadline: Submit all post-decision materials in M-Compass. These items must be submitted before any funds can be dispersed.

**February**
Travel stipends will be dispersed to student accounts in February once all required paperwork has been submitted. Failure to submit the above paperwork on time will result in a delay of funds.

- Enroll in the appropriate number of advanced field credits (SW 691) for Spring/Summer Term. The number of field credits should be determined by consulting with the student’s academic advisor, Betsy Voshel, OFI Director, and OGA staff. **Make sure the number of credits is the same as was listed on the Out-of-Sequence (OOS) petition submitted in the fall. If there is a change from the original plan on the OOS petition students must submit another petition to OFI and have it approved.**

- Enroll in SW 748 Issues in Global Social Work Practice in the Fall 2015 semester. This course is required. SW 748 is a 2-credit capstone course that meets during the fall term following the global experience.

To complete a global field placement, students must remain in good standing, which is defined as a B average or above and receive a ‘S’ (Satisfactory) in SW691 Advanced Field Instruction during the winter term. Failure to do so may result in cancellation of the global field placement and funding.