APPLICATION GUIDELINES AND APPLICATION FORM
FOR NATIONAL FIELD PLACEMENTS (NON-WASHINGTON, DC)

INTRODUCTION
The Office of Field Instruction (OFI) develops limited national field placements throughout the year to ensure that the School of Social Work has an array of field experiences to offer. These placements need to provide advanced fieldwork practice experiences, reflect the rich, emerging trends of the social work profession, and allow the School of Social Work to build sustainable relationships with fieldwork sites across the country.

These field placements are approved by the Director of OFI to ensure that:
- The Council on Social Work Education (CSWE) accreditation and field curriculum standards are met
- Students receive professional level, credentialed supervision by a Licensed Masters Social Worker (LMSW) if the state requires or by a Social Worker with at least 2 years post-MSW experience.

REQUIREMENTS
Students should:
1. Participate in extensive course planning with their academic advisor to ensure that course requirements can be met. Participating in a national field placement has implications for financial aid and the student’s curriculum track. Students must decide to pursue a national field placement before they register for incoming Fall term classes. See the table below for specific curriculum guidelines. Most national field placements take place in the Spring/Summer term and require that the student enroll in 8-10 credits (4-5 days per week). Students must contact the office of student services before submitting this application to ensure that their financial aid plan and curriculum/class obligations can be met.

2. Be enrolled in advanced field instruction on the out-of-sequence 16-month curriculum schedule and start their field placement locally/domestically in the Fall-Winter terms. Spring/Summer terms are designated for the national field experience. Students not selected for a national experience will remain at their assigned fieldwork site for the remainder of their field hours.

3. Use the online Placement Listings and select from a list of approved fieldwork sites. Students may request that new field placements be developed particularly if there are student hardships, field opportunities that are generally recognized as “cutting edge” programs or programs that offer exceptional educational opportunities not available in the local/domestic placement area. In order for these sites to be considered for field placement, students must review the procedures below and submit a formal application by the established deadline of October 26, 2017. Sites not currently approved will be evaluated on a case-by-case basis.

4. Be aware that most of the national field placements are for those with a macro method (community organization, social policy/evaluation, and management of human services). There are limited interpersonal practice sites due to the nature of IP learning and the need for comprehensive treatment related experiences.

5. Understand and accept that all arrangements for travel, lodging, food, and other living expenses related to the national field experience are the responsibility of the student. Some fieldwork sites offer stipends, but the amount varies and will most likely not cover all expenses. The SSW Board of Governors offers a merit based scholarship for which students are encouraged to apply.
PLEASE NOTE: The Office of Field Instruction does not make nor is responsible for any logistical arrangements related to the national field experience.

6. Work with the Director of Field Instruction or other OFI Field Liaisons during the course of the placement which may include teleconferences, Skype communication, and possibly participation in a CTools site experience.

APPLICATION DEADLINE:
All applications for national field placement must be submitted to the Director of Field Instruction by October 26, 2017. Students are encouraged to submit applications earlier if possible particularly if they are requesting a new site since final approval takes time. (Application is on page 4 of this form).

DEADLINE FOR SUBMISSION OF REFERENCE FORM:
One reference form is required from the student’s current field instructor and must be submitted utilizing the form at the end of this application by December 1, 2017.

APPROVAL & NOTIFICATION
In order for the fieldwork site to be approved and the student accepted for placement, the following must be met:

1. The fieldwork site must qualify as an approved site and the field instructor must meet the requirements noted on the previous page.
2. The fieldwork site must complete all required paperwork and agree to sign the Affiliation Agreement.
3. The student must apply and be accepted by the fieldwork site based on the site’s application process.
4. Students must agree to utilize the appropriate Educational Agreement form that corresponds to their method.
5. Students must have earned passing grades for all previous terms including a grade of Satisfactory for SW515 and SW531.
6. Students must have strong reference scores on their application form.
7. After applications are reviewed, students will be interviewed and informed of provisional acceptance by the end of January.
CURRICULUM SCHEDULES FOR NATIONAL FIELD PLACEMENTS

<table>
<thead>
<tr>
<th>CURRICULUM SCHEDULES</th>
<th>INCOMING FALL</th>
<th>WINTER</th>
<th>SPRING/SUMMER (National field placements occur during this term)</th>
<th>FALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>OUT-OF-SEQUENCE 16-MONTH CURRICULUM</td>
<td>2 credits (2 days/wk) SW 515 &lt;br&gt; 1 credit (seminar) SW 531</td>
<td>4 credits (2 days/wk) SW 691</td>
<td>8-10 credits (4-5 days/wk) SW 691</td>
<td>Not enrolled in field instruction</td>
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<tr>
<td>ADVANCED STANDING CURRICULUM</td>
<td>4 credits (2 days/wk) SW 691</td>
<td>4 credits (2 days/wk) SW 691</td>
<td>8-10 credits* (4-5 days/wk) SW 691</td>
<td>Graduated</td>
</tr>
<tr>
<td>20-MONTH CURRICULUM</td>
<td>MUST SWITCH TO 16-MONTH TRACK</td>
<td>See 16-month</td>
<td>See 16-month</td>
<td>See 16-month</td>
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</table>

Please note: National field placements are for Advanced Field (SW691) only. You must first successfully complete 1 credit of SW531 Foundation Field Seminar and 2 credits of SW515 Foundation Field, unless you have Advanced Standing status or are exempt from Foundation field requirements.

* Advanced Standing students need to be aware that they will need to enroll in a minimum of 8 credits of Advanced Field Instruction during the Spring/Summer Term, which means dedicating elective credits to field instruction.
OFFICE OF FIELD INSTRUCTION
National Placement Application Form

Students need to complete this form (type or print) and turn it into the office of field instruction by OCTOBER 26, 2017. The following information must be completely filled out. Applications will be considered incomplete if the required attachments and signatures are not included by the required deadline.

COMPLETE THE FOLLOWING:

I. Student’s Name: ____________________________________________________________
   Track: ___________________________________________________________________
   Method: ___________________________________________________________________
   Number of Credits Enrolling In For SP/SU: ___________________________ ___________
   Practice Concentration: ____________________________________________________
   Expected Date of Graduation: _______________________________________________
   Academic Advisor: __________________________________________________________
   Fall-Winter Field Placement Site: ____________________________________________
   Current Field Instructor: ____________________________________________________
   Current Field Liaison: _______________________________________________________

II. LIST TOP 2 FIELDWORK SITE PREFERENCES FROM APPROVED LIST:
   1st Choice (Agency Name/Location):___________________________________________
   2nd Choice (Agency Name/Location):___________________________________________

   If proposing a new site, the following information is required:
   Agency Name:________________________________________________________________
   Address: ___________________________________________________________________
   City/State/Zip: __________________________________________________________________
   Telephone number: __________________________ FAX number: _______________________
   Agency WEB site address: _____________________________________________________
   Name of Contact Person (include their degree/credentials):__________________________
   Contact person’s e-mail address (absolutely required!):_____________________________

III. ATTACH THE FOLLOWING:
   A. A new 1-2 page Goal Statement that includes your motivation for seeking this field placement, your skills and related experience. This statement will be shared with the fieldwork site.
   B. Current résumé. This will be shared with the fieldwork site.
   C. A copy of your Out-of-Sequence Petition with signatures.
   D. Recommendation form from current field instructor (see below-due 12/1/17).
   E. Include any additional information that will assist in placement planning.

IV. REQUIRED SIGNATURES (acknowledges support of this application):
   Faculty Advisor: _____________________________ Date: _______________________
   Assistant Dean of Student Services: _____________________________ Date: __________

   OFI OFFICE ONLY
   Current OFI Field Liaison: _____________________________ Date: _______________________
   Director of Field Instruction: _____________________________ Date: _______________________
   _____Approved
   _____Disapproved
   Reason:
The form must be completed by the student’s current field instructor and sent directly to the Office of Field Instruction. You can scan it in and e-mail to ssw.ofi@umich.edu, or FAX 734-763-4885, or mail to Office of Field Instruction, School of Social Work, University of Michigan, 1080 S. University Ave., Room 1704, Ann Arbor, MI 48109. This reference is prepared with the understanding that my comments: **will or will not** be kept in confidence (please circle one)

**Please Print Clearly:**
Name of student applicant: ____________________________________________________________
Field Instructor: ____________________________

Name _________________________________________________________________________________
Title ___________________________________________________________________________________
Fieldwork Site: __________________________________________________________________________
Reference Signature: ____________________________ Date: ____________________________

Indicate the student’s ability and professional competence in comparison with the student’s peers.

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<tr>
<th>Exceptional 99th-100th%</th>
<th>Outstanding 91st-98th%</th>
<th>Very Good 76th-90th%</th>
<th>Good 51st-75th%</th>
<th>Fair-Below Ave. less than 50th%</th>
<th>Inadequate Opportunity to Observe</th>
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<tbody>
<tr>
<td>1) Exhibits sound interpersonal skills</td>
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<td>2) Is motivated, dependable and able to work independently</td>
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<td>3) Possesses good written and verbal skills</td>
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<td>4) Exhibits emotional maturity, good judgment and responsibility</td>
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<td>5) Exhibits the ability to solve problems, take initiative and handle stress</td>
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<td>6) Has a professional demeanor and will represent UM-SSW well</td>
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Please circle one of the following related to the level of recommendation for a national placement:

**Highly Recommend**  **Recommend**  **Recommend with Reservations**  **Do Not Recommend**

Please utilize the back page to include any additional comments that will assist in the approval process.