APPLICATION GUIDELINES AND APPLICATION FORM FOR WASHINGTON, D.C. FIELD PLACEMENTS

INTRODUCTION
The Office of Field Instruction has quality macro field placement experiences in the Washington, D.C. area. As the result of its commitment to building sustainable professional relationships with our alumni base in the Washington, D.C. area, OFI has established excellent placement opportunities for students in the Spring-Summer term. These placements provide advanced fieldwork practice experiences (SW691 only), and reflect emerging trends in the social work profession.

These field placements are approved by the Director of the SSW Office of Field Instruction (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 Licensed Masters Social Workers (LMSWs) (if the state requires licensure) or supervision by a social worker with a minimum of two years post-MSW experience.

REQUIREMENTS
Field placements in Washington, D.C. have been developed for students with macro practice method concentrations (community organization, management of human services, or social policy/evaluation). Students collaborate with the Director of Field Instruction and/or other OFI field faculty during the course of the placement which may include teleconferences, Skype communication, and possibly participation in a CTools site experience.

Participating students must meet the following requirements:

1. Engage in extensive course planning with their academic advisor to ensure that course requirements can be met. Participating in an approved Washington DC field placement has implications for financial aid and the student’s curriculum schedule. Students will need to decide to pursue a Washington, D.C. field placement before they register for incoming Fall term classes. (See the table below for specific curriculum guidelines.) Most Washington, D.C. field placements take place in the Spring/Summer term and require that the student enroll in 8-10 credits of SW691 and plan to log hours 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. Enroll in advanced field instruction (SW691) on the out-of-sequence 16-month curriculum schedule and start their field placement locally in the Fall and Winter terms. Spring/Summer terms are designated for the Washington, D.C. field experience. Students not selected for placement in Washington, D.C., will be required to remain at their Fall-Winter term assigned field placement for the remainder of their field hours.

3. Use the online placement listings and choose from a designated, approved list of Washington, D.C. area fieldwork sites. Students must meet the deadline for placement request submission (see below). Students should NOT contact these agencies independently. All communication will be handled by the OFI field faculty.

4. Accept that all arrangements for travel, lodging, food, and other living expenses related to the Washington, D.C. field experience are the responsibility of the student. Some of the approved 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 Washington, D.C. placements and students are encouraged to apply. **PLEASE NOTE:** The OFI does not make nor is responsible for any logistical arrangements related to the Washington, D.C. field experience.

**APPLICATION DEADLINE:**
All applications for a placement in Washington, D.C. must be submitted to the Director of Field Instruction by **October 26, 2017.** (See page 4 for the application).

**DEADLINE FOR SUBMISSION OF THE 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 placement to be approved, students must:
1. Apply by meeting the deadline and be accepted by the fieldwork site based on the site’s application process.
2. Receive strong reference scores on their application form.
3. Earn passing grades for all previous terms including a grade of Satisfactory for SW515 and SW531.
4. Utilize the appropriate Educational Agreement form that corresponds to their method concentration.

After applications are reviewed, students will be interviewed and informed of provisional acceptance by the end of January.

**CURRICULUM SCHEDULES FOR WASHINGTON, D.C. 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>
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<tbody>
<tr>
<td>OUT-OF-SEQUENCE 16-MONTH CURRICULUM</td>
<td>2 credits (2 days/wk) SW515</td>
<td>4 credits (2 days/wk) SW691</td>
<td>8-10 credits (4-5 days/wk) SW691</td>
<td>Not enrolled in field instruction</td>
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<td>1 credit (seminar) SW531</td>
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<tr>
<td>ADVANCED STANDING CURRICULUM</td>
<td>4 credits (2 days/wk) SW691</td>
<td>4 credits (2 days/wk) SW691</td>
<td>8-10 credits* (4-5 days/wk) SW691</td>
<td>Graduated</td>
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<tr>
<td>20-MONTH CURRICULUM</td>
<td>MUST SWITCH TO 16-MONTH SCHEDULE</td>
<td>See 16-month</td>
<td>See 16-month</td>
<td>See 16-month</td>
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Please note: Washington, D.C. field placements are only offered in advanced field instruction SW691. Students must first successfully complete 2 credits of SW515 foundation field instruction and 1 credit of SW531 foundation field seminar unless they have been granted 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.
WASHINGTON, D.C. 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 is required. Applications will be considered incomplete if the required attachments and signatures are not included by the established deadline.

COMPLETE THE FOLLOWING:

I. Student’s Name: ____________________________________________________________
   Track: ____________________________________________________________________
   Method: __________________________________________________________________
   Number of Credits Enrolled for SP/SU: ________________________________________
   Practice Concentration: ___________________________________________________
   Expected Date of Graduation: ______________________________________________
   Academic Advisor: _________________________________________________________
   Fall-Winter Field Placement Site: ___________________________________________
   Current Field Instructor: ___________________________________________________
   Current Field Faculty: _____________________________________________________

II. LIST TOP 2 WASHINGTON, D.C. FIELDWORK SITE PREFERENCES FROM APPROVED LIST:
   1st Choice (Agency Name): __________________________________________________
   2nd Choice (Agency Name): ________________________________________________

III. ATTACH THESE DOCUMENTS (They will be shared with the fieldwork site).
   A. A new 1-2 page goal statement that includes your motivation for seeking this field placement, your
      skills and related experience.
   B. Current résumé.
   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. 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

Assigned OFI Field Faculty: ____________________________ Date: __________________
Director of Field Instruction: __________________________ Date: __________________

_____ Approved  ____ Disapproved
Comments: _______________________________________________________________
FIELD INSTRUCTOR RECOMMENDATION FORM: WASHINGTON, D.C. FIELD PLACEMENT

(Due December 1, 2017)

The form must be completed by the student’s current field instructor and sent directly to the Office of Field Instruction. It can be scanned and e-mailed to ssw.ofi@umich.edu, faxed to 734-763-4885, or mailed to the 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: _______________________________________________________________________

Field Instructor Signature: ___________________________________________________________

Date: ____________________________

Please rate the student’s ability and professional competence:

<table>
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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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<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) Demonstrates emotional maturity, sound judgment and is responsible.</td>
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<td>5) Demonstrates the ability to solve problems; takes initiative and is able to handle stress.</td>
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<td>6) Demonstrates a professional demeanor and will represent U-M-SSW well.</td>
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Please circle one of the following related to the level of recommendation for a placement in Washington, D.C.:

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

Please use the back of this form to include any additional comments.