

Congratulations on your admission to the School of Social Work at the University of Michigan! ([Introductions Video](#)). We look forward to working with you over the course of your graduate education as you begin your professional journey. Please thoroughly review the information below and visit our [Incoming Field Student](#) webpage for field and placement information.

**SPECIAL FIELD INFORMATION:**

- [Special Scholarship Programs](#)
- [Placements with Special Requirements](#)

**REFER TO THIS TABLE FOR 2017/2018 APPLICATION DEADLINES:**

Student Group	Field Start Term	Application Due Date
16-month Standard Curriculum Schedule	Winter	October 19
20-month	Fall	May 18
Advanced Standing	Fall	May 18
Child Welfare Scholars	Winter	October 19
Community-Based Initiative Scholars	Winter	October 19
Detroit Clinical Scholars	Winter	October 19
Doctoral Students	Winter	October 19
Geriatric Scholars	Fall	May 18
Global Activities Scholars	Fall	May 18
Integrated Health Scholars	Winter	September 28
Jewish Communal Leadership Program	Fall or Winter*	May 18 or October 19
National Community Scholars	Fall	May 18
New Leaders in African Centered Social Work	Winter	October 19
Peace Corps Master's Intl.	Fall	May 18
Students interested in...	Field Start Term	Application Due Date
Michigan Medicine	Winter	September 27
National Field Placements	Fall	May 18
School Placements (K-12)	Fall	May 18
Mary A. Rackham/University Center of Child and Family	Fall	May 18
Mary A. Rackham/University Psychological Clinic	Fall	May 18

\* If interested in national placement, student will start field in Fall term; otherwise will start field in Winter term

\*\* If you're not planning on following any of the standard field or scholarship schedules, you MUST complete an [Out of Sequence Petition](#)

**FIELD INSTRUCTION PURPOSE:**

- Learning about social work professional values and ethics
- Integrating your classroom learning with practice in a fieldwork setting
- Developing a learning/teaching relationship with your assigned field instructor
- Receiving valuable feedback, supervision, and evaluation from your field instructor, a qualified practitioner
- Becoming proficient in the social work competencies

**SUBMITTING YOUR FIELD PLACEMENT APPLICATION:**

You will submit your field placement request application online. Please refer to the checklist at the end of this letter for the timeline. SSW Field Faculty must initiate all contact with agencies. **Do NOT contact fieldwork sites independently.**

- Review the fieldwork site descriptions and web pages on the [Placement Listings](#) to learn about the services and learning experiences available. Select your top 6 choices.
- Complete the required items on the [Placement Request Application](#). You will interview according to the order you indicate if the fieldwork site is available and appropriate for your course of study.

- Once you submit your application, you will be notified via email of your assigned Field Faculty. Your Field Faculty will review your Goal Statement, résumé and placement choices and use this information to facilitate your placement.
- We encourage you to engage with your Field Faculty during the placement process and seek their advice and input.
- Please remember that each fieldwork site has its own criteria and selection process. Some sites only take students with experience, students in their second year, etc.
- Please do not get discouraged if you are not selected for your first choice.
- Consider choosing a placement that broadens your skills and experience.
- You must be available during business hours in order to participate in a field placement.

**Please note that you should wait until the week of the Field Placement Application due date to submit your Field Placement Application. Placement availability is constantly updated, so waiting will show you the most options. The field placement process is not a first come, first serve process.**

**GOAL STATEMENT AND RÉSUMÉ:** When submitting your Placement Request Application you must also upload a résumé and Goal Statement. Review the information on composing a professional [résumé](#) and follow the required [Goal Statement Guidelines](#) on the Checklist (the last page of this letter). **Upload PDF or Word doc files only.**

- [The Career Center \(ssw-cso@umich.edu\)](mailto:ssw-cso@umich.edu) is available to review your Goal Statement and résumé. If interested, you must email these documents to the Career Center by **FRIDAY MAY 1, 2017** (this is for students starting field in the fall term).
- Your assigned Field Faculty will review your Goal Statement and résumé and share it with your field placement choices.

#### **INTERVIEW PROCESS:**

- Review the [Becoming a Professional Social Worker module](#).
- You will interview with one site at a time. The fieldwork site determines if they will interview you based on your experience (résumé) and knowledge, skills, abilities and learning objectives (Goal Statement).
- Most sites also require additional criminal background checks, drug screenings and/or health screenings.
- If you decline an offer, you must notify the fieldwork site and your assigned Field Faculty, who will then facilitate another placement interview.

**INTERPERSONAL PRACTICE & “CLINICAL” WORK:** Students interested in the Interpersonal Practice method need to understand that “clinical” placements are defined in a multitude of ways and that very few fieldwork sites offer training in long-term therapy.

**TRANSPORTATION REQUIREMENTS:** Your field placement options will be significantly limited if you do not have access to personal transportation. **Be prepared to drive!**

- You are responsible for your own transportation to and from your field placement.
- Many fieldwork sites are outside Ann Arbor/Washtenaw County with a majority in the Detroit area.
- Most students will need to commute at least 30-40 miles to their placement. The [SSW Ride Share website](#) may assist you in finding a car pool.

**CONTACT US:** We have a Daily Resource Person (DRP) available in the office to assist you. *Please note: to ensure equity for all students, we will not begin placing prior to the Field Placement Application deadline.*

Welcome to the School of Social Work at the University of Michigan. We hope you have a rewarding graduate school experience, and look forward to meeting you and hearing about your field contributions.



## CHECKLIST TO PREPARE FOR FALL TERM FIELD INSTRUCTION

April 19	<b>Attend the Field/Career Center Information Webinar</b> 5:00-6:00pm (EST) School Social Work Placement & Certification Information: 6:00-6:30pm <a href="#">View Recording</a>
May 1	<b>(Optional) Email Résumé and Goal Statement to Office of Career Services for Review and Feedback.</b> Contact Office of Career Services: <a href="mailto:ssw-cso@umich.edu">ssw-cso@umich.edu</a> or 734-763-6259
May 18	<b>Placement Request Application Deadline: 5:00pm</b> Includes uploading your Goal Statement and résumé <b>Review the <a href="#">Becoming a Professional Social Worker Module</a></b>
May 19 - Aug	<b>Interview at Potential Placement Sites</b> Your Field Faculty will contact you once they have reviewed your Placement Request Application and placement interviews will be facilitated by them.
TBA	<b>Register for Section 888 for Field Instruction Courses</b> SW515 Foundation, SW531 Foundation Field Seminar, SW691 Advanced You will be assigned to the correct Field Faculty's section at a later date
Aug 30	<b>Required SW691 Advanced Field Instruction Pre-Field Orientation</b> <i>Includes all transfer students and those exempt from Foundation (SW515) Field Instruction</i> 2:00pm – 5:00pm Location TBD
Sept 5	<b>SW515 Foundation &amp; SW691 Advanced Field Instruction Begins</b>
Sept 12	<b>SW531 Foundation Field Seminar Begins</b>

If you need accommodations, please contact the [Services for Students with Disabilities](#)

# GOAL STATEMENT GUIDELINES

See the [Résumé Tips](#) webpage for helpful information to compose your résumé.

The Goal Statement document is similar to a cover letter for employment and allows potential field instructors to view a “snapshot” of your self-assessed knowledge, skills, and abilities. The purpose of the Goal Statement is to determine if what you want to learn is a “match” with what the fieldwork site has to offer.

The Goal Statement must:

Be written in a narrative format—it functions as a writing sample.

Not include personal/private information. This is a public document and is shared electronically with your field instructor and your potential colleagues.

Be no longer than 2 pages, double spaced, and no smaller than 11 point font.

Include all of the following information:

## HEADER

Full name

Practice method concentration and practice area

Curriculum schedule (16-month, 20-month, advanced standing, extended degree)

Minor method (if applicable)

Special Scholar Program (if applicable)

## CONTENT:

Briefly describe what led you to social work as a career and share some of your career aspirations.

Briefly describe 2 skills you hope to develop in your field placement and share how these will help you reach your career goals.

Briefly describe your learning style and how you learn best. Share what supervision style works best for you and how you manage conflict.

Given your enrollment schedule in the SSW and your current life and work responsibilities; describe how you plan to successfully complete the required 16+ hours per week in your field placement.

Reminder: You have the opportunity to have the U-M SSW Career Center review your goal statement prior to submission to the Office of Field Instruction. Please contact them directly for assistance at: [ssw-cso@umich.edu](mailto:ssw-cso@umich.edu) or 734-763-6259.

## ADDITIONAL RESOURCES

For more information on Learning Styles, [take this quiz](#)

[Field Instruction Modules](#) & [Becoming a Professional Social Worker Module](#)

Introduction to online [e-Portfolio Module](#)

Email: [ssw.ofi@umich.edu](mailto:ssw.ofi@umich.edu)

Web: [ssw.umich.edu/my-ssw/field-instruction-forms](http://ssw.umich.edu/my-ssw/field-instruction-forms)

Phone: 734-764-5331