Welcome to the School of Social Work and the Field Education Program! As you know, field education is an integral component of your graduate program. While classroom learning focuses on discrete knowledge and theoretical background, the field placement provides opportunities to practice and exercise the skills and knowledge obtained in the classroom in a real world setting.

Your first field placement, the Foundation Practicum, provides the student with opportunities to develop generalist social work knowledge and skills through placement in a selected community agency. In this placement, it is intended that students experience a range of direct practice opportunities with a variety of individuals, families and groups, and also have opportunities to understand and work within an organization and community.

Two courses constitute the Foundation Practicum: **SoWo 520, Social Work Practicum I, (Fall)** and **SoWo 521, Social Work Practicum II (Spring)**. During the Foundation Practicum, students are in the field approximately 240 hours, depending on the length of the academic calendar, for each of two semesters. Typically, this amounts to two full days a week for a total of sixty days. Associated with these courses is a required **Field Seminar, SoWo 523 (Fall) and SoWo 524 (Spring)**. Seminar meets for 2 hours every other Monday or Tuesday, depending on your assigned section. The purpose of the seminar is to facilitate the integration of field and classroom learning. Students meet in small discussion groups to provide a supportive environment for topical discussion, consultation, skill building and problem solving.

The School is committed to arranging placements that are appropriate to the goals of the program and incorporate your learning needs and interests. **There are three tasks that you must complete as soon as possible, but no later than Saturday, May 17, 2014 at 5:00 p.m.** Students who do not meet this deadline risk being considered for field placements late in the process, when many placements will have been filled.

1. **Watch and listen to the Audio/Power Point Presentation – Field Education Orientation**

   We have prepared for you an audio/power point presentation that will help you learn about the UNC-CH, School of Social Work, Field Education program. You will find the presentation here:


   (In order to view the presentation, you will need to use one of the following browsers: Internet Explorer 9, Safari 5.1, Google Chrome 17).
The handout for the presentation is here:

Please watch the 14 minute presentation prior to completing the remaining tasks.

2. **Complete a Foundation Practicum Planning Guide (FPPG)**

The Foundation Practicum Planning Guide provides the field education faculty with information regarding your placement interests and any special considerations which we should know about when placing you in a field agency. Please be as specific as possible, when completing the guide, as the better you are able to articulate your social work interests, the more readily we will be able to match your interests to an agency setting. Please follow the directions below:

To log into the database, go to [www.uncssw.org](http://www.uncssw.org) and enter your last name in the username box and your PID #, including the dash, in the password box. If your PID number does not have a dash, please enter the dash after the first four numbers. You will then move to a page that asks you to change your username and password. Your new password must be 8 alpha/numeric characters long and contain at least one number.

In the **Add/Edit/Print Forms** box, click on **Planning Guide-Foundation**. Complete each section of the form. Click **Continue** to move forward through your form. Once it is completed or, if you need to exit the form before it is finished, click **Save & Exit**. To return to your form at a later date to make changes, go to **Print Forms**; click on **Foundation Planning Guide** and click **Continue** on each page of the form until you arrive at the section you want to change. (If you are returning to your document within the same day you created it, remember to hit your “refresh” button before attempting to find the document.) The Foundation Planning Guide will be made available to faculty in the field education office and your potential field instructor. Please ensure that it is accurate and thorough. Once the FPPG is complete and signed, the Field Education Office will have access to it. You **do not** have to submit any hard copy documents to this office.

3. **Provide your resume to the Field Education Office**

To provide us with an overview of your background experience, please upload a current resume to the field education database. From your home page on the field education website, click on **Upload Resume**; click **Browse** to locate your resume on your computer; select the appropriate file and click **Upload Resume** to upload to the Field Education database. You can then click your back button and click **View Resume** to see that your resume has been uploaded. Your resume will then be made available to faculty in the field education office and your potential field instructor.

Once we have received your Foundation Practicum Planning Guide (FPPG), resume and the Release to Share Background Information, we will use the process and timeframes outlined in the audio/power point presentation to match you to your assigned field placement.

**A few additional things to note:**

- Most field placements such as hospitals, school systems and child welfare agencies require students to participate in a criminal records check and/or drug screens. Records checks are either run by the Field Education Office and results acquired for the agency, or run directly by the agency. Once your placement has been determined
and if the agency requires the Field Education Office to run the records check, you will receive an email from Linda Pridgen-Braswell, Office Manager, informing you how to complete the records check process using the vendor CertifiedBackground Inc. If the records check will be conducted by the agency, your field instructor will inform you of the procedures. If you have any questions about this process, please contact Linda by phone: 919-966-4916 or email: linda_pb@unc.edu

- You will be placed in an agency which builds on but does not duplicate previous human services experience.

- Students may not contact any potential field placement sites or field instructors independently of our process. At the appropriate time you will receive a match notification email from us directing you to contact your field instructor/task supervisor for an interview.

- Students are expected to accept field placements within a 60 mile radius of Chapel Hill and are responsible for securing transportation to these sites. As there is limited public transportation in North Carolina, it is unlikely that you will be able to use it to reach your field agency. Also, many agencies require that students have a vehicle to make visits to clients’ homes. Unfortunately, not having access to a personal vehicle will limit your field placement options.

- Many of the search engines available (Yahoo, MSN, EarthLink, etc.) do not allow our emails and attachments to be opened by you or may not even deliver our emails. It is imperative that you open and use your UNC email account exclusively while you are a student at the School of Social Work. We are a paperless system, and most of our communication is via email. Once you have your PID#, go to https://ONYEN.UNC.EDU/cgi-bin/UNC_ID/services to set up your email account.

Have a great summer; we are looking forward to meeting you and working with you. Should you need assistance with any of the above information, please feel free to contact me (contact info above) or Jean Livermore, Associate Director of Field Education, at 919-962-6529 or jilvermo@email.unc.edu.