



To: Incoming Chapel Hill Advanced Standing Students
From: Rebecca B. Brigham, MSW, Director of Field Education
Date: April 2, 2009
RE: Field Practicum Planning Procedures (**Advanced Standing Planning Guide**)

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. 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 students are intended to experience a range of direct practice opportunities with a variety of individuals, families and groups, and have opportunities to understand and work within an organization and community.

The School is committed to arranging placements which are appropriate to the goals of the program and incorporate your learning needs and interests. Please review the following steps in the practicum planning process and make certain that you complete this work ASAP **but no later than April 24, 2009**.

1. Complete the **Advanced Standing Planning Guide** (ASPG) online, using the following instructions. (If you have previously submitted a draft copy of the ASPG to the Field Education Office via email, please finalize this form on line now.)
2. To Log In, go to www.uncssw.org and enter your last name in the username box, and your PID# in the password box. (Please add a – after the fourth digit of your PID.) You will then move to a page that asks you to change your username and password. Your new password must be at least 8 alpha/numeric characters long and contain at least one number.
3. **Student Information:** This area allows you to update your personal contact information including email, mailing address, phone numbers, etc.
 - a. Click Student Information
 - b. Edit your information
 - c. Click "Save"
4. **Upload Resume:** To provide an overview of your background experience, please upload a current resume. Your resume will be made available to your potential Field Instructor. 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.
5. In the **Add/Edit Print Forms** box, click on **Advanced Standing Planning Guide**. 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 **Advanced Standing 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.)

- a. Steps 1-8 – Complete each section. In the “major objectives” section you should discuss specific learning objectives you hope to achieve. In the “assignments” section you should discuss specific activities you would like to have in your field placement that will help you achieve your objectives. It is essential that you thoroughly complete these sections. Your Planning Guide will be made available to your potential Field Instructor.
 - b. Steps 9-13 – Only complete if you are requesting a placement in an employing agency.
 - c. Step 14 – Signature Page. Click in the box next to your name to sign the Planning guide.
6. Once the form is complete and signed, the Field Education Office can access and review your planning guide. You **do not** have to submit any hard copy documents to this office. Please email Carol Weber at weberc@email.unc.edu and let her know when you have completed your planning guide.
 7. You will be notified via email of your potential placement and instructions to call your prospective field instructor to set up an interview. It is imperative that you open and use your UNC email account **before** this notification is sent or you may not receive it. (See note below*)
 8. Once the placement is finalized, you and the field instructor will complete the online confirmation form by accessing your web page, and clicking on Confirmation of Placement. On page 2, enter the date of your interview and whether you accept or decline the placement. On page 3, click in the box next to your name to sign the report. Click Continue at the bottom. If both you and the field instructor accept the placement, a final practicum confirmation form will be emailed to you.
 9. There are several required Field Education Orientation Sessions scheduled during your first weeks here in Chapel Hill. Please review the checklist for Advanced Standing Students to add these dates to your calendar.
 - One last word of caution: many of the search engines available (Yahoo, MSN, EarthLink, etc.) do not allow our emails and attachments to be opened by you. 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 vial email. Once you have your PID#, go to www.onyen.unc.edu to set up your email account.

Have a great first semester; 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 Carol Weber at weberc@email.unc.edu or (919) 966-4916.