To: Incoming Chapel Hill Advanced Standing Students  
From: Rebecca B. Brigham, MSW, Director of Field Education  
Date: April 1, 2010  
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.

Your BSW field practicum experience should have provided you with opportunities to develop generalist social work knowledge and skills through placement in a selected community agency. In this placement it was intended that students 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.

As a part of your MSW education, you will have the opportunity to choose a concentration (either Direct Practice, Management and Community Practice, or Self-Directed.) Your MSW field placement will enable you to learn in-depth about one of these areas as it relates to a specific population or community. The School is committed to arranging field placements which are appropriate to the goals of the program, the concentration you choose and your specific learning needs and interests.

Over the last four to six weeks you should have received an email from Sharon HolmesThomas, Director of Recruitment, Admissions and Financial Aid. That email included information about contacting me to begin to plan for your field placement.

If you have previously contacted me and already submitted your Advanced Standing Planning Guide (ASPG), you may now cut and paste the answers into the on-line version of the form following the directions below.

If you have previously not been in touch with me regarding your field placement, please review the following steps in the practicum planning process and make certain that you complete this work ASAP but no later than April 23, 2010. The Field Education Office will not begin considering possible field placement sites for you until all documents are completed. Students who do not meet this deadline risk being consider for field placements at the end of the process, when many placements will have already been filled.

Complete the Advanced Standing Planning Guide (ASPG) on-line, using the following instructions:

1. 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 dash “_” 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.
2. **Student Information:** Please make sure that your personal contact information (especially telephone numbers, addresses and email addresses) is kept current with the Student Services Manager, Linda Wilson at LWilson@unc.edu.

3. **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.

4. 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.) The Advanced Standing Planning Guide will be made available to your potential field instructor.

5. 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 our Office Manager, Linda Pridgen-Braswell, at linda_pb@unc.edu when you have completed your planning guide.

6. During the first two weeks of summer school, 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*)

7. 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.

8. 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.

9. Some field placements such as hospitals, school systems and child welfare agencies, require students to participate in a criminal records check and/or drug screens. Record checks are either run by the Field Education Office and the results sent to the agency, or run directly by the agency. If your future placement requires the Field Education Office to run the records check, you will receive an email from Linda Pridgen-Braswell, informing you how to begin the process using the UNC-CH records check vendor, Certiphi. If the records check will be conducted by the agency, your field instructor will inform you of their procedures.

   *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 via 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 Linda Pridgen-Braswell at linda_pb@unc.edu or (919) 966-4916.