

Requests for Field Assignments

Entering full-time and advanced standing students are placed in field sites by the Field Team, which reviews students' application materials and field planning guides. In addition, the Field Team may conduct personal interviews. Students in part-time programs begin field practicums in their second year of study. Faculty in the distance education programs work with the Field Team in assigning students to sites in the areas served by the distance education program.

Students planning their generalist or advanced standing placement begin by completing the Generalist or Advanced Standing Planning Guide, which is available on the field education database. Students planning their specialization year placement begin by using the field education database to review available resources. In collaboration with their faculty advisors and specialization representatives, specialization year students clarify their learning needs, styles, career goals, and review field opportunities to identify potential matches. Students then prepare the Specialization Placement Planning Guide, indicating their top three preferences of available field sites. These preferences must be consistent with their choice of specialization. The Field Team matches students to an available field site and notifies students of their assignment.

After the assignment is made by the Field Team, students visit their assigned agency and interview with their proposed field instructor. Students should prepare for the interview as if it were an interview for employment. The placement is not confirmed until the field instructor and the student agree that the match is compatible. Should a student wish to decline a field placement match, either before or after the interview, the student must **first** contact their assigned field faculty or the Field Education Office.

In researching possible field placements, students **may not** directly contact field placement sites or potential field instructors/task supervisors. All preplacement contact with agencies and field instructors must be initiated by the field education faculty.

Students are matched with one field placement site at a time. Students are not permitted to concurrently interview field instructors in multiple sites and then make a placement selection. These procedures not only prevent students from competing with each other but also protect agencies from being inundated by requests for interviews.

The Field Education Office recommends that students make their field placement choice based on their social work interests and future career goals rather than on the proximity of the field placement location. **Students are expected to accept field placements within a 60-mile radius of their designated program.** Students who prioritize proximity of the field placement may severely limit their field placement options. Depending on resources, the Field Education Office may not be able to meet these requests.

Students are responsible for securing transportation to their field placements regardless of location. Given the limited public transportation in North Carolina, students must have access to transportation to reach their field placements. It is to the student's advantage to have a personal vehicle. Many of our local communities are small and have few resources for field placements; therefore, not having a personal vehicle will severely limit the field placement options. Unfortunately, the Field Education Program can not consider the costs of vehicle maintenance, insurance, and gas in field placement matches.

Field placement sites offering student placements solely during the evening or weekend hours are rare and sometimes nonexistent. Therefore, the School of Social Work is under no obligation to provide such placements. Students generally need to plan to be available for placement during normal business hours maintained by the field site and during times when the student's field instructor is working and available to the student. Part of the training experience involves participating in the life of the agency, attending regularly scheduled meetings, and other activities involving or sponsored by the field placement site.

The School of Social Work aims to create an educational environment that supports the learning needs of all students. The University of North Carolina – Chapel Hill facilitates the implementation of reasonable accommodations, including resources and services, for students with disabilities, chronic medical conditions, a temporary disability, or pregnancy complications resulting in difficulties with accessing learning opportunities. The Accessibility Resources and Service (ARS) office at UNC has been established to coordinate all accommodations. If a student needs clinical accommodations for their field placement, they must register with ARS prior to the beginning of the semester or as early in the semester as possible. Information about ARS is available on their website at <http://accessibility.unc.edu> , accessibility@unc.edu or (919)962-8300. The accommodation process starts with ARS and helps instruct Faculty at the School of Social Work on how best to proceed. As a School, we are committed to working with ARS and students to implement needed accommodations for all of our students. Approved accommodations requires coordination between the field education faculty, the agency, and the student.