

The University of North Carolina at Chapel Hill

Field Education Program 2022-2023

## Frequently Asked Questions

### HOURS and SCHEDULE

#### 1. When is the first day of field education?

**The official first day of field education for Specialization Students is Wednesday, August 17, and for Generalist Students is Wednesday, August 24, 2022.** However, we recognize that some students and agencies may need flexibility. We expect that each student and field instructor/task supervisor match will negotiate the start date of the field placement in concert with their assigned field faculty member.

#### 2. Can students begin their field placement early?

Specialization year students may begin their field placement after August 1, if:

- The field instructor agrees and is prepared to accept an early start.
- The student has completed all Student Field Placement Agreement Requirements (SFPA) and has signed the SFPA in the UNC-School of Social Work (SSW) Information System (SSWiS).
- Any required agency onboarding documentation (varies by agency)

#### 3. How many field education hours do students need to complete for this academic year?

For the academic year 2022-2023, the UNC Field Education Program requires that Generalist year students complete a minimum of 400 hours of field education and Specialization year students complete a minimum of 600 hours of field education. We understand that some agencies/programs may require students to complete more hours due to student stipends or other factors. We also know that some students may choose to complete additional hours. Students who plan to complete more than the minimum number of hours should document this on their Learning Agreement and Competency Evaluation (LACE). More information about hours in field for this academic year can be obtained here: <https://fielddeduction.web.unc.edu/wp-content/uploads/sites/23165/2022/03/2022-2023-Hours-in-field.pdf>

#### 4. What if the student does not complete the required number of hours of field education at the end of each semester?

Students who do not complete the required number of hours at the end of each semester will receive a grade of Incomplete (I) which will change to a final grade once

the hours and competency evaluations are complete. The student is required to work with their field faculty member to develop and sign an incomplete contract.

**5. When is the earliest a student can complete their field placement?**

Students may finish their field placement no earlier than April 1, 2023 with advance approval from their field instructor/task supervisor.

**6. Will there be alternative opportunities to accrue field hours if needed?**

Yes. We understand that some students may start their field placements late or that there may be an interruption in their ability to accrue field hours due to quarantine, illness, or other factors. Students should work with their field instructor and field faculty member to identify and approve learning activities that may be completed outside of the agency setting, if necessary.

**7. Will students be completing their field placement hours remotely or in person?**

Due to the fluidity of the COVID-19 virus, we understand that agency service delivery may be fluid and provided remotely, in person, or a hybrid of the two. We also recognize that this may change over the course of the academic year. In general, we expect students to work as the social workers in the agency are working. For example, if a field instructor is working part of their time remotely and part of their time in-person, we would expect the student to be doing the same, unless they have been provided accommodations through Accessibility Resource and Service (ARS).

**8. Are students required to complete a field placement?**

Students are not required to participate in a field placement if they do not feel it is safe to do so. However, Field Education courses are a required part of the MSW curriculum, therefore, graduation requirements remain the same. If students wish to alter the usual course of study, they may request to complete a block placement. Students are encouraged to discuss questions and concerns with their assigned field faculty member, plan of study advisor, the Assistant Dean of Field Education, and/or the Associate Dean of Student Affairs to determine what options might be available for their circumstances.

**9. How will Field Faculty conduct their field visits with students and agencies?**

Field faculty plan to conduct some visits remotely and some face-to-face. This is an individual field faculty decision made in concert with the field instructor.

**10. What training will students have on COVID-19?**

Students are required to complete all field placement agency training requirements.

**11. Will students have Personal Protective Equipment (PPE) available to them?**

The UNC-SSW will provide 2 masks/week and 1 personal face shield to students who are completing their field placement **in person**. Agencies may prefer for students to wear PPE which they provide. The UNC-SSW has masks and face shields available for students. Students can make requests for PPE here: • [PPE Request \(Microsoft Form\)](#). Chapel Hill students will pick up their PPE in Suite 335 of the School of Social Work. Winston-Salem students will have PPE mailed to them. If you have questions about this, please Carol Ann Hincy at [chincy@email.unc.edu](mailto:chincy@email.unc.edu)

**12. Are students required to wear PPE and utilize other public health measures?**

Students are required to follow agency policy regarding PPE and other public health measures.

**13. Do students sign an agreement stating that they will follow COVID-19 required practices and protocols?**

Yes. Prior to beginning their field placement, all students are required to sign a Student Field Placement Agreement in SSWiS (under “My Documents”).

**14. How will students who are working remotely ensure confidentiality with clients?**

Students will be required to use their agency’s approved telehealth platform for meetings with clients, co-workers, and community partners. If their field instructors prefer it, students may also request a HIPPA Compliant Zoom account by contacting the SSW Information Technology (IT) program: [citu@listserv.unc.edu](mailto:citu@listserv.unc.edu)

**15. Who should I communicate with for additional assistance?**

By separate email, you have been assigned a member of the field faculty, please contact them for assistance. If you are unsure who to contact, you should contact Rebecca Brigham, Assistant Dean of Field Education at [brigham@email.unc.edu](mailto:brigham@email.unc.edu) or Denisé Dews, Assistant Director of Field Education at [ddews@unc.edu](mailto:ddews@unc.edu). The contact information for the field faculty and administrative support, Carol Ann Hincy, can be obtained here: [Field Education Program Contacts](#).