February 13, 2019

To: ALL EXTENDED STUDENTS PLANNING FOR 1ST YEAR FIELD PLACEMENTS FOR SEPTEMBER 2019:

We are pleased to introduce you to the Field Instruction Office and want to provide you with vital information regarding the planning of your field placement.

Field work is a prominent part of your education as a social work professional. The development of social work skill and conscious use of self occurs in field placement through the student’s efforts to apply social work knowledge and values to the real experience with clients.

Field education takes place in a social service agency or in a host setting, such as a school or hospital where social services are provided for members of the community.

Students will either be assigned to an agency for field placement or will be approved for work-study field placements. To serve as educational settings agencies are approved by the school based on their ability to provide learning experiences which meet the school’s standards for field instruction.

The information below will help move you through the process of planning for 1st year field placements. Review thoroughly, and follow the steps.

ALL EXTENDED STUDENTS GOING INTO 1ST YEAR FIELD WORK

Begin by going to the website www.yu.edu/wurzweiler. Under Field Work you will find the necessary forms. These are available as a fillable pdf that you can type right into and electronically submit by simply clicking on the submit button on the bottom of the form.

- FORM Field Placement Planning Form First Year
  - Fill out the Field Placement Planning Form Fist Year and Resume Template First Year.
  - Submit one copy of both the planning form and resume to the Field Office by February 28, 2019.
FOR STUDENTS BEING ASSIGNED TO AN AGENCY (If you are employed and planning field work at your employing agency, skip to the next section.)

First year placements for extended students assigned to an agency will be completed throughout February, March and April. We will notify you with information by email. Be sure you have included a correct winter and summer address, email address, along with a cell number where you can be reached. Check your YU emails! You will be asked to contact the agency for an interview. Be available immediately after you are contacted. CHECK YOUR YU EMAILS.

FOR STUDENTS PLANNING WORK-STUDY FIELD PLACEMENT AT THEIR AGENCY OF EMPLOYMENT – ADDITIONAL INFORMATION

First year work-study placements for students doing field work at their job sites require the following additional information in order to be approved by the Field Office.

Criteria for Work-Study Field Placements can be found at Criteria for Work-Study Field Placement.

The following forms need to be completed by dates listed below:

WORK-STUDY FIELD PLACEMENT STUDENTS – ADDITIONAL INFORMATION
Download and print the following forms and materials. Familiarize yourself with them and bring them to your agency educational coordinator (person responsible for student placements).

- FORM First Year Work-Study Contract
  - This requires a description by the agency educational coordinator of the agency’s proposed field assignment for your 1st year.
  - Due March 12, 2019. Submit to the Field Office.

- FORM Field Instructor Data Sheet:
  - This requires information about the proposed field instructor.
  - Due March 12, 2019.

- Field Director’s letter for your agency educational coordinator

If you or your Agency Have Questions please contact Christine Acosta at (212) 960-5368 or at christine.ascanio-acosta@yu.edu to obtain assistance in working with your agency to develop an educational plan.

We wish you every success as you continue to enhance your professional self as a social worker.

Sincerely,

Katherine Mitchell
Katherine Mitchell, Ph.D., LCSW, CASAC
Director of Field Instruction