January 18, 2019

To: ALL FIRST YEAR BLOCK PROGRAM STUDENTS PLANNING FOR 2ND YEAR FIELD PLACEMENTS – SEPTEMBER 2019:

This memo is designed to help move you through the process of planning for 2nd year field placements. Read it carefully, and follow the steps.

Begin on the website www.yu.edu/wurzweiler. Under Field Work you will find the necessary forms. These have to be printed, filled out, and submitted.

• FORM DOWNLOAD Field Placement Planning Form Second Year
  o Fill out the Field Placement Planning Form Second Year and Resume Template Second Year.
  o Submit one copy to the Field Office by February 1, 2019. Forward to Frances Montas at fmontas@yu.edu.
  o Students in Israel submit to Nechama Munk.

• FORM Faculty Advisor Recommendation
  o This should be filled out in a joint meeting with your advisor. Make an appointment to discuss 2nd year field work.
  o Due February 12, 2019, Submit form to the Field Office to Frances Montas. Students in Israel submit to Nechama Munk.

• Select a Specialization from the 3 options:
  o Clinical practice with individuals and families
  o Clinical practice with groups
  o Community Social Work

• You will need to meet with a field planner to coordinate your placement.

Enter your selection on the Field Placement Planning Form Second Year, AND on the Faculty Advisor Recommendation Form. Field placements are considered based on choice of specialization but not guaranteed.

Second year placements for students being assigned to an agency will be completed throughout March, April and May. You will be notified with information by email, or by mail. Be sure you have included a correct winter and summer address, email address, along with a cell # 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.
Second 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’s proposed field assignment for your 2nd year.

- **FORM Second Year Work-Study Contract**
  - This requires a description by the agency educational coordinator of the agency’s proposed field assignment for your 2nd 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 Debbie Akerman (212) 960-5339 or at [hannah.akerman@yu.edu](mailto:hannah.akerman@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, Ph.D., LCSW, CASAC
Director of Field Instruction