January 2, 2018,

To: ALL FIRST YEAR STUDENTS PLANNING FOR 2ND YEAR FIELD PLACEMENTS FOR SEPTEMBER 2018:

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 Field Placement Planning Form Second Year
  - Print and fill out the Field Placement Planning Form Second Year.
  - Submit one copy to the Field Office by February 2, 2018.
    - Winter program students submit to Frances Montas.
    - Block students send to Cheryl Hamlett in Block Field Office. Students in Israel submit to Debra Weiner.
  - Please note that this form will be forwarded to your next agency. Be sure to present yourself professionally. (Additional notes to the Field Office should be attached separately.)

- FORM Faculty Advisor Recommendation
  - This should be filled out in a joint meeting with your advisor. Make an appointment to discuss 2nd year field work.
  - Due February 9, 2018. Submit form to the Field Office to Frances Montas. Block students send it to the Block Field Office to Cheryl Hamlett. Students in Israel submit to Debra Weiner.

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

Second year placements for students being assigned to an agency will be completed throughout March, April and May. We will notify you 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 emails! You will be asked to contact the agency for an interview. Be available immediately after you are contacted. CHECK YOUR 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.
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 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, 2018.** Submit to the Field Office or Block Field Office.

- FORM Field Instructor Data Sheet:
  - This requires information about the proposed field instructor.
  - **Due March 12, 2018.**

- Criteria for Work-Study Field Placements

- Field Director’s letter for your agency educational coordinator

**Work-study Information Meeting**
Attend one of the following meetings with field office staff to provide information about developing 2nd year placements at your employing agency.
- Tuesday, March 13, 5:15 p.m. OR Sunday, March 18, 1:15 p.m.

If You or Your Agency Have Questions
Please contact Dr. Jill Becker at (212) 960-0802 or at jbecker@yu.edu to obtain assistance in working with your agency to develop an educational plan.

Block students should contact Dr. Becker at jbecker@yu.edu.

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

Sincerely,

Ronnie Glassman, DSW, LCSW
Director of Field Instruction

Jill Becker, Ph.D. LCSW
Assistant Professor