To: ALL INCOMING 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 INCOMING STUDENTS GOING INTO 1ST YEAR FIELD WORK

Begin by going to the website www.yu.edu/wurzweiler. Under Field Work tab you will find the necessary forms to be completed. These are available as a fillable pdf so that you can type right into and submit electronically by simply clicking on the submit button or you may save a copy of the form and email it to fmontas@yu.edu.

- **FORM** Field Placement Planning Form - First Year
  - Fill out the Field Placement Planning Form and Resume Template First Year.
  - Submit one copy of both the planning form and resume to the Field Office by **July 15, 2019**

First year placements for incoming students assigned to an agency will be completed throughout May and June. 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 BEING ASSIGNED TO AN AGENCY:

First, submit your planning form and resume.

Then sign up for one of the following group field planning meetings with field office staff. These meetings will be done via zoom conferencing online.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Wed. June 19, 2019</td>
<td>1:30 p.m. – 2:15 p.m.</td>
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<td>2:30 p.m. – 3:15 p.m.</td>
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<td>3:45 p.m. – 4:30 p.m.</td>
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<tr>
<td>Mon. June 24, 2019</td>
<td>1:30 p.m. – 2:15 p.m.</td>
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<tr>
<td>Wed. June 26, 2019</td>
<td>1:30 p.m. – 2:15 p.m.</td>
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After you RSVP, we will send you the log-in information. Please return the enclosed RSVP form.

FOR STUDENTS PLANNING WORK-STUDY FIELD PLACEMENT AT THEIR AGENCY OF EMPLOYMENT:

- Please be sure to indicate work-study on your planning form and we will send you the work study forms separately.
- Work Study students do not need to attend the group meeting.

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
RSVP - Meeting Form

Incoming Students Being Assigned to First Year Field Placement - September 2019

The following INFORMATION MEETINGS are for you:

Name______________________________________________________________

Phone: ________________________________

Email: _________________________________

I will attend the following online information meeting: (select one)

Wed. June 19, 2019  1:30 p.m. –  2:15 p.m. ___
2:30 p.m. – 3:15 p.m. ___
3:45 p.m. – 4:30 p.m. ___

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2:30 p.m. – 3:15 p.m. ___
3:45 p.m. – 4:30 p.m. ___

Meetings will be held via Zoom video conferencing online.

Please email or FAX this RSVP form to:

Ms. Frances Montas
Wurzweiler SSW, Yeshiva U.
Field Instruction Office
Fax: 212 960-0821 or fmontas@yu.edu