March 23, 2017

To: ALL EXTENDED STUDENTS PLANNING FOR 1ST YEAR FIELD PLACEMENTS FOR SEPTEMBER 2017

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 progression as a social work professional. The development of social work skill occurs in field placement through the student’s efforts to develop the conscious use of self by applying social work knowledge and values to the real experience with clients.

Field education takes place in a social agency or in a host setting where social services are offered to 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 is designed to 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 have to be printed, filled out, and submitted.

- **FORM Field Placement Planning Form First Year.**
  - Print and fill out the Field Placement Planning Form First Year. Please Do NOT alter the format and spacing of this form.
  - Submit one copy to the Field Office by April 20.
  - Please note that this form will be forwarded to your field agency. Be sure to present yourself professionally. (Any additional notes to the Field Office should be attached separately.)
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 being assigned to an agency will be completed throughout June and July. We will notify you of your assignment by mail. Be sure you have included a correct winter and summer address, along with a cell # where you can be reached. You will undoubtedly be asked to attend a pre-placement orientation meeting with agency staff. Be available.

- **FORM Information Meetings for Extended Students Being Assigned to an Agency**
  Sign up for one of the following meetings if you are to be assigned to an agency. Your questions and concerns will be addressed at this meeting. Use form on website; submit to Ms. Frances Montas in the Field Office.
  
<table>
<thead>
<tr>
<th>Monday</th>
<th>May 1, 2017</th>
<th>4:30 – 5:30 p.m.</th>
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<tbody>
<tr>
<td>Wednesday</td>
<td>May 3, 2017</td>
<td>1:00 – 2:00 p.m.</td>
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  Belfer Hall 9th floor. Sign in to Ms. Montas

If you have further questions
Contact Dr. Ronnie Glassman at 212 960-0803.

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.

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 June 2, 2017**. Submit to Field Office.

- **FORM Field Instructor Data Sheet**
  - This requires information about the proposed field instructor. **Due June 2, 2017**. Submit to Field Office.

- **Criteria for Work-Study Field Placements**

- **Field Director’s letter for your agency educational coordinator**
Attend Sunday Meeting to Learn About Planning Work-Study Field Placement
Sunday April 30, 1:00 – 2:00 p.m. Belfer Hall 9th floor

Make an Appointment to Begin Planning Work-Study Field Placement
Contact Ms. Raesa Kaiteris, Associate Director of Field Instruction for assistance in working with your employing agency to develop a 1st year placement: Kaiteris@yu.edu, and 212 960-0819, or Dr. Jill Becker at jbecker@yu.edu, 212 960-0802.

If Your Employing Agency Has Questions
Refer them to Dr. Becker of Ms. Kaiteris. They will assist them in developing your educational plan.

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

Sincerely,

Ronnie Glassman, DSW, LCSW-R
Director of Field Instruction
WURZWEILER SCHOOL OF SOCIAL WORK
YESHIVA UNIVERSITY
Office of Field Instruction
2495 Amsterdam Avenue
New York, NY 10033
FAX 212 960-0821

RSVP - Meeting Form

Extended Students Being Assigned to First Year Field Placement
September 2017

The following INFORMATION MEETINGS are for you:

Name: __________________________________________

Phone: __________________________
Email: __________________________

I will attend the following planning meeting: (select one)

_____ Mon. May 1, 2017 4:30 - 5:30 p.m.
_____ Wed. May 3, 2017 1:00 - 2:00 p.m.

RSPV for students planning field work at their employing agency
_____ Sun. April 30, 2017 1:00 - 2:00 p.m.

Meetings will be held in Belfer Hall 9th floor.
Please sign in to Ms. Montas at that time.

Please bring RSVP form to Field Office – 9th floor OR mail OR FAX to:
Ms. Frances Montas
Wurzweiler SSW, Yeshiva U.
Field Instruction Office
2495 Amsterdam Avenue
New York, NY 10033
Fax: 212 960-0821