January 23, 2017

To: ALL FIRST YEAR STUDENTS PLANNING FOR 2ND YEAR FIELD PLACEMENTS FOR SEPTEMBER 2017:

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 28, 2017.
    - Winter program students submit to Frances Montas.
    - Block students send to Cheryl Hamlett in Block Field Office. Students in Israel submit to Mr. Charash.
  - 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 28. 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 Mr. Charash.

- **SELECT a Concentration 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 concentration.

Second year placements for students being assigned to an agency will be completed throughout March, April, and May. 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 interview or orientation meeting with agency staff. Be available.

*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 May 1, 2017. Submit to Field Office or Block Field Office.

- **FORM Field Instructor Data Sheet**
  - This requires information about the proposed field instructor.
  - Due May 1, 2017.

- **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.

Sunday, February 12 1:15 – 2:00 p.m., room 905, with Dr. Glassman
Sunday, February 19 1:15 – 2:00 p.m., room 908, with Professor Kaiteris
Sunday, February 26 1:15 – 2:00 p.m., room 905, with Dr. Glassman

Block students should contact Prof. Raesa Kaiteris at 212 960-0819.

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 contact Ms. Raesa Kaiteris at 212 960-0819 or Kaiteris@yu.edu.

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

Sincerely,

Ronnie Glassman, DSW, LCSW  Raesa Kaiteris, LMSW  Jill Becker, Ph.D. LCSW
Director of Field Instruction  Associate Director of Field Instruction  Assistant Professor
WURZWEILER SCHOOL OF SOCIAL WORK YESHIVA UNIVERSITY
FIELD INSTRUCTION OFFICE

GETTING STARTED IN PLANNING FOR SECOND YEAR FIELD PLACEMENT

In the next six weeks, you will begin discussing with your faculty advisor your second year field placement needs, and selecting a concentration.

For students being assigned by the Field Office every effort will be made to match you with a placement site that meets the joint recommendation of you and your faculty advisor, your concentration requirement and educational needs, and our evaluation of the ability of field placement agencies in your geographic area to meet your learning goals.

For students using employment sites for field work, proposed placements will be reviewed and assessed by the Field Department according to the suitability of the assignment in providing a sound educational second year experience. Approvals will be granted once the necessary materials have been submitted, and signed appropriately.

Students approved for the HRSA Training Grant, please follow the same procedures. A range of suitable placements are available for you to meet the requirements of the grant.

In the second year field placement you have a chance to develop depth in your concentration method and to also work in a secondary area of interest. Since the aim of second year field instruction is to educate a social work professional, not a narrow technician, efforts will be made to provide placements and assignments that differ from your first year situations in some unique way.

Wurzweiller continues to build partnerships with community agencies which are identified by our office for their ability to provide learning opportunities that reflect the school’s curriculum and meet the school’s standards for field instruction.

We in the Field Instruction Office wish you every success in the year ahead.

Ronnie Glassman, DSW, LCSW
Director of Field Instruction
Glassman@yu.edu

Raesa Kaiteris, LMSW
Associate Director of Field Instruction
Kaiteris@yu.edu

Jill Becker, PhD, LCSW
Assistant Professor
jbecker@yu.edu