



**WURZWEILER SCHOOL OF SOCIAL WORK
YESHIVA UNIVERSITY**
2495 Amsterdam Avenue, New York, NY 10033

General Information
212-960-0800

Admissions
212-960-0810

Fax
212-960-0821

July 10, 2018

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

Welcome to Wurzweiler and to The Field Office. This memo is designed to help move you through the process of planning for 2nd year field placements as advanced standing students. Read it carefully, and follow the steps.

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 Second Year.**
 - Print and fill out the Field Placement Planning Form Second Year.
 - Submit one copy to the Field Office **by July 31, 2018.**
 - Please note that **this form will be forwarded to your next agency.** Be sure to present yourself professionally. (Any additional notes to the Field Office should be attached separately.)

- **Select a Specialization from the 3 options:**
 - Clinical Practice with individuals and families
 - Clinical Practice with Groups
 - Community Social Work (to be combined with group work)

Enter your selection on the Field Placement Planning Form Second Year.
Field placements are considered based on choice of specialization.

GROUP MEETING WITH FIELD OFFICE STAFF

Thurs. July 12, 2018	11:00 a.m. – 12:00 p.m.
Mon. July 16, 2018	4:30 a.m. – 5:30 p.m.
Tues. July 17, 2018	3:00 p.m. – 4:30 p.m.
Thurs. July 19, 2018	9:30 a.m. – 11:00 a.m.
Thurs. July 26, 2018	4:00 p.m. – 5:00 p.m.

Please return the enclosed RSVP form.

After you have met with someone in the Field Office, we will secure a field placement for you. You will be notified of your assignment by email, mail or phone. Be sure you have included a correct winter and summer address, along with a cell # and email where you can be reached. You will undoubtedly be asked to attend a pre-placement orientation meeting with agency staff. Be available.

Advanced Standing students in PEP PROGRAM planning field work at their place of employment need the following additional information in order to obtain approval from the Field Office.

PEP PROGRAM STUDENTS WITH PLACEMENTS AT EMPLOYMENT SITE –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 July 23, 2018.** Submit to Field Office.

- **FORM *Field Instructor Data Sheet***
 - This requires information about the proposed field instructor.
 - **Due July 23, 2018.**

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

- ***Field Director’s letter for your agency educational coordinator***

MEETING WITH FIELD OFFICE STAFF

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IF YOUR AGENCY HAS QUESTIONS

Agency staff should contact Dr. Jill Becker at jbecker@yu.edu or 212 960 0802. She can assist your agency in developing an educational plan for you.

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

**Advanced Standing Students Planning for Second Year
Field Placement September 2018**

The following INFORMATION MEETINGS are for you:

Name _____

Phone: _____

Email: _____

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

Thurs. July 12, 2018	11:00 a.m. – 12:00 p.m.	_____
Mon. July 16, 2018	4:30 p.m. – 5:30 p.m.	_____
Tues. July 17, 2018	3:00 p.m. – 4:30 p.m.	_____
Thurs. July 19, 2018	9:30 a.m. – 11:00 a.m.	_____
Thurs. July 26, 2018	4:00 p.m. – 5:00 p.m.	_____

Meetings will be held in Belfer Hall 9th floor.

Please sign in to Ms. Montas or to Dr. Glassman 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