June 19, 2017

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

We are pleased to welcome you to Wurzweiler. We want to introduce you to the Field Instruction Office and 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. Agencies are approved by the school as educational sites based on their ability to provide learning experiences which meet standards for field instruction.

The information below is will move you through the process of planning for 1st year field placements. Review thoroughly, and follow the steps.

ALL INCOMING STUDENTS
Start at 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.
  - Submit one copy to the Field Office upon receipt of this letter.
  - 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
First year placements for incoming students being assigned to an agency will be completed throughout July and August. 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.

- **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 the form at end of this letter.

  | Thurs. July 13, 2017 | 10:00 a.m. |
  | Tues. July 18, 2017 | 4:00 p.m.  |
  | Tues. July 25, 2017 | 4:00 p.m.  |

Belfer Hall 9th floor. Sign in to Ms. Frances Montas

If you have further questions
Please contact me at 212-960-0803.

ADDITIONAL INFORMATION -
FOR PEP PROGRAM STUDENTS Plan for Employed Persons
REQUESTING FIELD PLACEMENT AT YOUR EMPLOYMENT AGENCY:
First year placements at your job sites require the following additional information in order to be approved by the Field Office.

Download and print the following. Review them and bring them to your agency educational coordinator (person responsible for student placements).

- **FORM** First Year Work-Study Contract
  - Requires a description by the agency educational coordinator of the agency’s proposed field assignment for your 1st year.
  - Due **July 17, 2017** Submit to Field Office.

- **FORM** Field Instructor Data Sheet
  - Requires information about the proposed field instructor.
  - Due **July 17, 2017**.
  - Submit to Field Office.

- **Criteria for Work-Study Field Placements** for your agency.

- **Field Director’s letter** for your agency educational coordinator
Contact me for Further Assistance in Coordinating a Field Placement at Your Job Site. I can be reached at 212 960-0803 and glassman@yu.edu. I will help you work with your agency to develop an educational plan.

Your Agency Representative Should Contact me for further assistance in developing your field placement.

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
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

Incoming 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 information meeting: (select one)

- Thurs. July 13, 2017 10:00 a.m. _____
- Tues. July 18, 2017 4:00 p.m. _____
- Tues. July 25, 2017 4:00 p.m. _____

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

Please mail or FAX this RSVP form to:

Ms. Frances Montas  
Wurzweiler SSW, Yeshiva U.  
Field Instruction Office  
2495 Amsterdam Avenue  
New York, NY 10033  
Fax: 212 960-0821