June 19, 2017

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

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 **upon receipt of this letter**.
  - 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

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

We will notify you 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.

**MEETING WITH FIELD OFFICE STAFF**

Please sign up for one of the following meetings:

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

*Second year 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 17, 2017.** Submit to Field Office.

- **FORM Field Instructor Data Sheet**
  - This requires information about the proposed field instructor. **Due July 17, 2017.**

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

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

MEETING WITH FIELD OFFICE STAFF

Please contact me to discuss your field placement at your employing agency. I can be reached at glassman@yu.edu and 212 960-0803.

IF YOUR AGENCY HAS QUESTIONS

Agency staff should contact me at 212 960-0803, or glassman@yu.edu. I 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 Being Assigned to Second Year Field Placement - September 2017

The following INFORMATION MEETINGS are for you:

Name________________________________________

Phone: __________________________
Email: __________________________

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

<table>
<thead>
<tr>
<th>Date</th>
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Meetings will be held in Belfer Hall 9th floor.
Please sign in to Ms. Frances Montas at that time.

Please 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

OR you may email fmontas@yu.edu