March 30, 2011

To ALL Block Students Planning for First Year Placements September 2011:

We are pleased to introduce you to the Field Instruction Department and want to take this opportunity to provide you with some vital information regarding the planning of your field placement.

Field work is a prominent part of your educational experience at Wurzweiler. It is in the field placement where the student operationalizes social work knowledge and values through his or her efforts to develop the conscious use of self. Through the field experience the student learns to become a social work professional.

Field education takes place within the context of a social agency or in a host setting where social services are offered to members of the community. In order for a setting to serve as an educational site, there should be an opportunity to take part in a spectrum of educational experiences, and provide service to clients in need.

Wurzweiler is continuously engaged in developing and maintaining a partnership with community agencies throughout the U.S., Canada, and Israel which provide high quality field education experiences. Agencies are approved by the school based on their provision of learning opportunities which meet the school's curriculum requirements and 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 BLOCK PROGRAM STUDENTS
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.
  - Submit one copy to the Field Office by May 6, 2011.
  - 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.)
ADDITIONAL FORMS
FOR BLOCK STUDENTS PLANNING FIELD PLACEMENT AT THEIR EMPLOYING AGENCY

First year work-study placements for students doing field work at their job sites must do
the following in order to be approved by the Field Office.

- **Contact Ms. Raesa Kaiteris**, Kaiteris@yu.edu or 212 960-0819.
  - She will guide you through the process of working with your employment
    site to develop a suitable field placement.
  - If you are in Israel, contact Dr. Joyce Brenner. jbrenner@yu.edu

- **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 1, 2011.**
    Submit to Field Office – Block Program.

- **FORM Field Instructor Data Sheet**
  - This requires information about the proposed field instructor. **Due June 1, 2011.**
    Submit to Field Office - Block Program.

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

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

If you have any further questions, call Raesa Kaiteris at 212 960-0819, or e-mail her at
Kaiteris@yu.edu.

We look forward to meeting with you as you begin this very important step in your career.

Sincerely yours,

Ronnie Glassman, DSW, LCSW              Raesa Kaiteris, MSW, LMSW
Director of Field Instruction            Associate Director of Field Instruction