

Non-Metro Field Orientation

How DO I get a field placement?

AUGSBURG COLLEGE

WE ARE CALLED | **AUGGIES**

Field Contacts

- Erika McCreedy: Field Assistant
 - mccreedy@augsburg.edu
 - 612.330.1189

- Laura Boisen: MSW Field Coordinator
 - boisen@augsburg.edu
 - 612.330.1439



Important Online Forms & Docs.

- **Field Orientation Information 2014-2015**

- Non-Metro Field Orientation PowerPoint
- Field Safety PowerPoint (you are required to review this)

- **Field Documents 2014-2015**

- Field Placement Timeline
- Interview Questions
- Student Choice of Placement Form
- Field Manual
 - Field Safety Checklist
 - Assignment Form

- **Field Forms and Documents can be found at**

- <http://www.augsburg.edu/socialwork/student-forms-and-documents/>
- Moodle>MSW Community>MSW FIELD Interview Questions
- * Check back often as new things are added!
- * Questions? Contact Erika or Laura.



Field Requirements

- **Hours to be completed**

- Minimum of 500 hours concentration year
- Minimum of 420 hours in the foundation year

*Note that some agencies may require students to complete more than the minimum hours required by Augsburg. This is their prerogative and your agreement to accept that placement is your agreement to complete additional hours.

- **Length of placement**

- Foundation: Fall and Spring Semesters
- Concentration Year: Fall and Spring Semesters
- May stretch into the 1st summer session if field agency requires and with consultation from your field seminar instructor

*Block placements are not allowed (defined as 21-40 hours/week)

- **Successfully complete all field seminar class requirements**

- **Obtain malpractice/liability insurance**



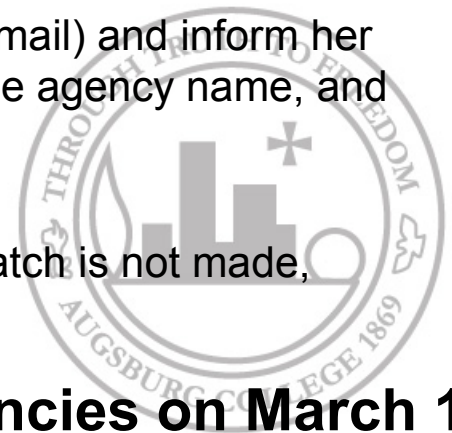
What is Non-Metro?

- Twin Cities Metro: Defined as all agencies within Anoka, Dakota, Hennepin, Ramsey and Washington counties, and county agencies ONLY in Carver, Chisago, and Scott counties
- Non-Metro: All other



Securing a Field Placement

- Clarify your educational and field internship goals
- Review the field manual
- Consult with Laura and Erika about field placements in your home communities
 - Laura or Erika will make initial contact with agencies to confirm that they are accepting students
 - Student will then send cover letter and resume to agency
 - Before interview, consult hand-out with questions for field instructors
 - Once you have completed an interview, contact Laura (via e-mail) and inform her as to whom you interviewed, their phone number or e-mail, the agency name, and if you would like the placement
 - Laura will contact the agencies to determine if it is a match
 - You will then receive a confirmation letter from Erika. (If a match is not made, Laura will contact you.)



***Non-metro students may begin contacting agencies on March 17**

Dual Relationships

- *Social workers who function as educators or field instructors for students should not engage in any dual or multiple relationships with students in which there is a risk of exploitation or potential harm to the student. Social work educators and field instructors are responsible for setting clear, appropriate, and culturally sensitive boundaries(Standard 3.02(d), NASW Code of Ethics).*
- When the placement occurs, the student and field instructor have the duty to disclose the existing relationship and its nature.



Can I Suggest a Field Placement?

- Contact Laura via e-mail with the name of the agency, a contact person (if you have a name), and the phone number (especially outside the metro area).
- Laura will contact the agency to see if they meet Augsburg and CSWE accreditation guidelines.
- Please allow the field staff to do this exploration, i.e. do not contact them.



Employment Site Placements

- Refer to the field manual in terms of the proposal' s components.
- Must have different roles & responsibilities than your job.
- Field and employment hours must be distinct.
- No cross-over of clients.
- Field instructor and employment supervisor cannot be the same person.
- One year employment at the agency.



Remember...

- The goal is to have a placement by **the end of May**.
- Act professionally. Your behavior toward all staff at an agency will reflect on all of us at Augsburg.
- If you decide to not attend an interview, call and cancel.
- You must get the placement. I just facilitate the placement process.
- Not procuring a placement will delay your progress in the MSW program.



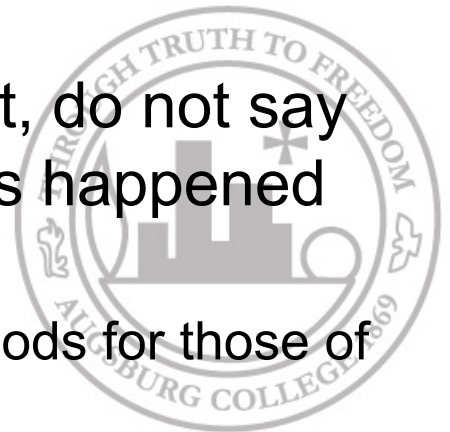
Remember...

- If the placement requires transporting of clients, ask if the agency will cover the liability or contact your own private insurance.
- Most placements will conduct criminal background checks and they can refuse a field placement based upon the results.
- Field Coordinators assign the field seminar classes due to travel constraints.



Advice from an alum that now interviews students:

- Don't self-disclose too much personal information.
- Dress professionally.
- Use spell check on your written materials.
- When asked about how you build rapport, do not say by self-disclosing that the same thing has happened to you and you “understand.”
 - We'll talk more about this in foundation methods for those of you who think this is how to join.



Contact Information

- Laura Boisen
 - Stressed? Give me a call or e-mail
 - boisen@augsborg.edu
 - 612.330.1439
- Erika McCreedy
 - mccreedy@augsborg.edu
 - 612.330.1189

