

Metro Field Orientation

How DO I get a field placement?

AUGSBURG COLLEGE

WE ARE CALLED | **AUGGIES**

Field Contacts

- Erika McCreedy: Field Assistant
 - mccreedy@augsborg.edu
 - 612.330.1189
- Laura Boisen: MSW Field Coordinator
 - boisen@augsborg.edu
 - 612.330.1439

Important Online Forms & Docs.

MSW Community Moodle Page: MSW FIELD

•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

•Placement Listings (updated frequently)

- Non-Metro/Out of State
- Metro Foundation
- Metro MCCP
- Metro MCMP

Field forms & information also found at:

<http://www.augsburg.edu/socialwork/student-forms-and-documents/>

Check back often as new things are added!

Questions? Contact Erika McCreedy: 612.330.1189 or mccreedy@augburg.edu

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**

- Through 2nd semester
- 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**

Preparation Steps

- Clarify your educational and field internship goals
- Review the field manual
- Review the approved placement field list available online on IPT www.runipt.com (review before contacting agencies):
 - a) The list will include information such as special instructions (e.g. VA meeting), internship hours, how the agencies want to be contacted, etc.
- IPT has all (foundation, MCCP & MCMP) placements included. Consult only those placements that are on your particular brief list.
 - *Note: IPT will be updated periodically.

Preparation Steps

- Prepare a resume to distribute to prospective field instructors/agencies
 - Include categories such as education, employment, relevant volunteer experiences, and professional affiliations
- Prepare a cover letter highlighting your educational goals, interest in their placement, any relevant experience
- Consult hand-out with questions for field instructors

Attend Field Fair

- **April 1** from 3 - 5 p.m. at the University of Minnesota Coffman Union – East Bank (you may want to park at Augsburg and walk)
- Conducted in collaboration with the University of Minnesota SSW
- Approximately 80-90 agencies in attendance
- This will give those students in the greater metro area the opportunity to meeting with agencies of interest, distribute resumes and make appointments
- Food

Timelines-Metro Area

- If you are in the metro area (defined as all agencies in Hennepin, Ramsey, Anoka, Dakota, & Washington Counties, as well as county agencies in Carver, Scott, and Chisago), you can contact field agencies via:
 - phone beginning April 1, afternoon
 - send resume/cover letter via U.S. mail on March 31
- Interviews: April 1 – May 2 (unless there is special permission)
- Your placement preference sheet is due to Erika McCreedy on May 7
- Placement confirmation will come via e-mail in late May

How many interviews do I need to do?

- The obvious answer is at least one - but many choose to interview four.
- Ask yourself:
 - Have I found some placements of interest?
 - How competitive were the placements I chose (Laura Boisen can give you a general idea of competitive placements historically)?
- Word of caution: if “promised” a placement or told that you will be the number one choice, check with Laura about whether more interviews should be completed

What if I am not assigned a placement?

- Don't panic. This happens to a small percentage of students at all 3 schools - often some of the most talented students.
- You will be informed of the need for further contacts in an e-mail in late May.
- If there were interviewing problems shared by prospective field instructors, those concerns will be shared with you.
- A list of internships still without students will be distributed and we will discuss who might be a good fit for you.
- A less formal process begins in late May where you contact the prospective field instructor, interview with them and we all talk right away about whether it is a match.

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.

What if I want a placement that is not on the list?

- 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.
- Once a placement is assigned, it is increasingly difficult to obtain another placement, e.g. if you've had 2nd thoughts or think you can do better somewhere else.

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.

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
 - Please contact Erika with questions or description inaccuracies.

Website Access

- To access the field manual and all versions of the possible field placements:
 1. Moodle, MSW Community Site
 2. Online soon at:
<http://www.augsburg.edu/socialwork/student-forms-and-documents/>
 3. Field placement descriptions will be updated periodically on IPT (www.runipt.com) so check back often for updates.
- Orientation PowerPoint also available in both locations