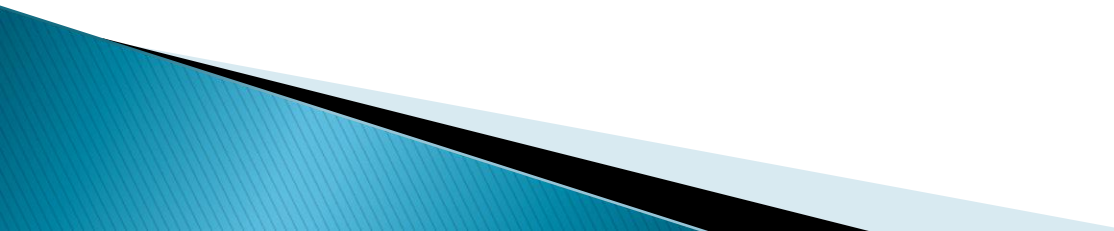


Field Orientation

How DO I get a field placement?

Do you have these?

- ▶ BLUE Interview sheet
 - ▶ WHITE choice of placement form
 - ▶ PURPLE website handout
 - ▶ YELLOW Field Fair information sheet
- 

Changes this year

- ▶ Laura Boisen, MSW Field Coordinator, will be on sabbatical during the spring semester, beginning March 29, 2009.
- ▶ Nancy Rodenborg will be filling in for Laura after March 29th.
 - rodenbor@augzburg.edu or 612.330.1430

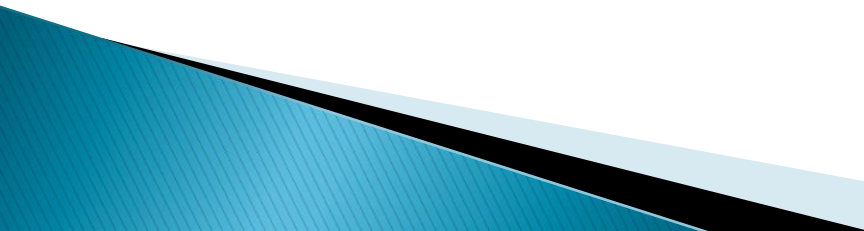
What are the requirements for field?

- ▶ 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 1st AND 2nd trimester
 - Can stretch into the 3rd trimester with consultation from your field instructor and field seminar liaison
 - *Do not allow block placements (defined as 30–40 hours/week)
- ▶ Successfully complete all field seminar class requirements
- ▶ Obtain malpractice/liability insurance

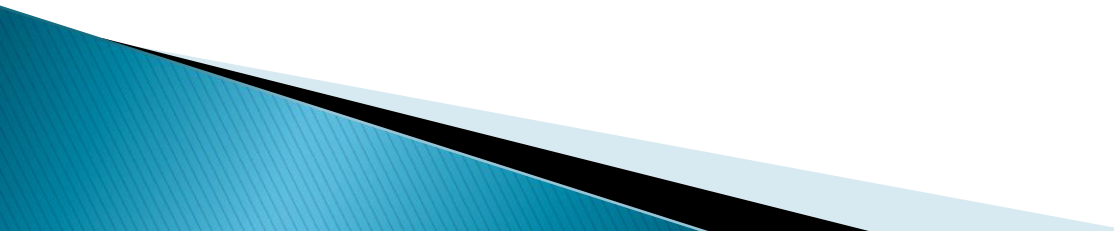
Preparation Steps

- ▶ Clarify your educational and field internship goals
- ▶ Review the field manual
- ▶ Review the approved placement field list available in two formats (review both before contacting agencies):
 - a) Brief description distributed on paper today (and online)
 - b) The extended version distributed electronically that will include information such as special instructions (e.g. VA meeting), internship hours, how the agencies wants to be contacted, etc.
- ▶ The extended version has all (foundation, family practice & PDPA) placements included. Consult only those placements that are on your particular list.

Preparation Steps – cont'd.

- ▶ 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
- 

Field Fair

- ▶ **April 7th** from 3 – 5 p.m. at the University of Minnesota St. Paul Campus Continuing Education Center (see handout)
 - ▶ Conducted in collaboration with the University of Minnesota SSW
 - ▶ Approximately 80 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

- ▶ Metro area (Hennepin, Ramsey, Anoka, Dakota, Washington), you can contact field agencies via:
 - phone & email beginning **April 7**
 - send resume/cover letter via U.S. mail on **April 4**
 - You may contact private and nonprofit agencies in Carver, Scott, or Chisago Co. **March 15** (excludes County agencies, e.g. Scott Co. Dept. of Human Services)
- ▶ Interviews: April 7– May 8 (unless there is special permission)
- ▶ Your placement preference sheet is due to Stacy Myhre on **May 11**
- ▶ Placement confirmation will come via e-mail on either May 21 or 22

Timelines: Out-State or Out-of-State

- ▶ Students can start looking for placement sooner—contact Laura Boisen
- ▶ Looking for placements in private or nonprofit agencies in Carver, Scott, or Chisago Counties you may begin contacting agencies **March 15**. (This excludes County agencies, e.g. Scott Co. Human Services).
- ▶ Your placement preference sheet is due to Stacy Myhre on **May 11** because the matching day is the next week
- ▶ Placement confirmation will come via e-mail on either May 21 or 22

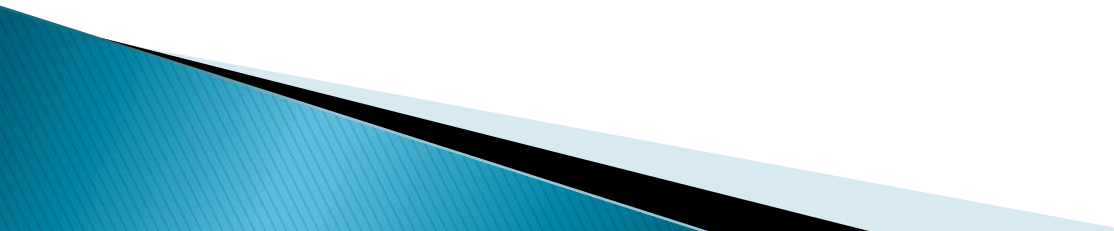
Out-state or out-of-state procedures

- ▶ If you are out-state or out-of-state, you can begin to contact any agency on the approved list **now**.
 - Please do so sooner rather than later!
- ▶ Once you've 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 individual and see if they are interested.

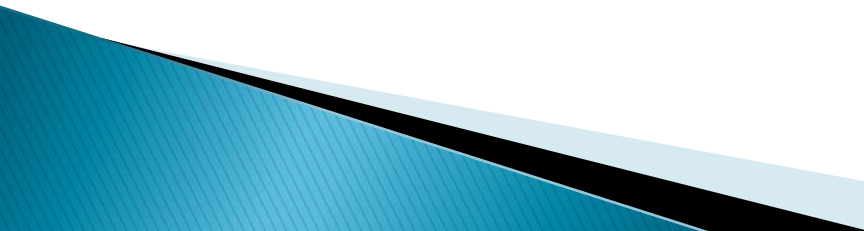
How many interviews do I need to do?

- ▶ The obvious answer is at least one – but many choose to interview four or more.
- ▶ 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 Stacy or Nancy about whether more interviews should be completed

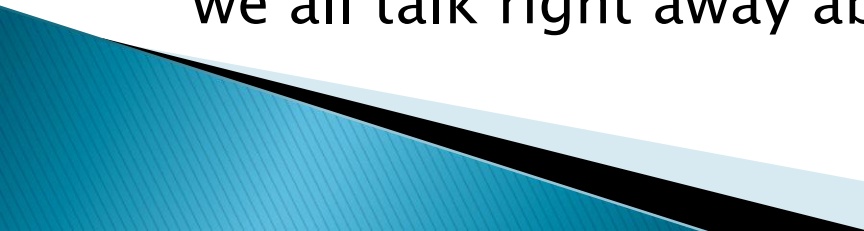
What if I want a placement not on the list (out-state or metro)?

- ▶ Contact Nancy or Stacy 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).
 - ▶ They will be contacted 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.
- 

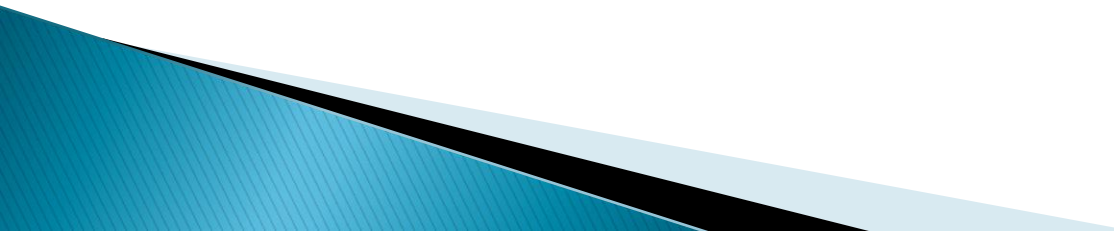
Employment Site Placements

- ▶ 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.
- 

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 on May 21 or 22.
 - ▶ 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 May 27 where you contact the prospective field instructor, interview with them and we all talk right away about whether it is a match.
- 

Hartford Partnership (HPPAE)

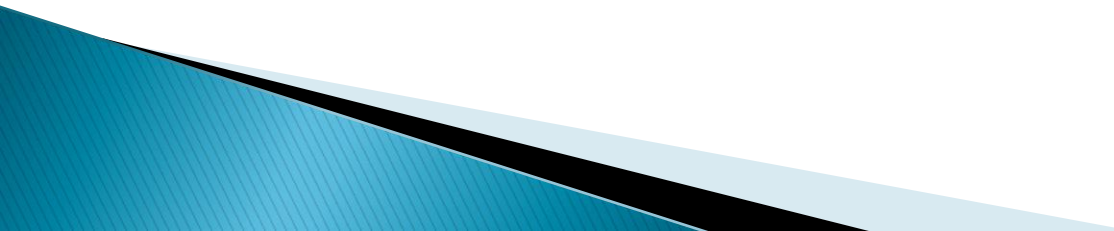
- ▶ Hartford Partnership Program for Aging Education
 - ▶ Second year students **ONLY**
 - ▶ \$3,500 Stipend for placements around older adults
 - ▶ Deadline to apply: **April 6**
 - ▶ Contact Christina or Holley for more information.
- 

Hartford Partnership Program in Aging Education – HPPAE

- ▶ Increase the number of MSW-level social workers with expertise in gerontological social work practice
- ▶ To help agencies develop and expand programs for the aging population

Today, fewer than 3% of social work students specialize in aging.

Expectations of students

- ▶ A rotational field experience – 2 agencies minimum
 - ▶ Mix of placements on the continuum of care
 - ▶ Advanced course work related to aging
 - ▶ Participate in long term evaluation with Hartford
 - ▶ Develop leadership skills in aging practice
 - ▶ HPPAE Scholars earn a \$3500 scholarship
- 

Augsburg HPPAE field site partners

Alzheimers Association

Amherst H. Wilder Foundation

FamilyMeans

Fairview Home Care and Hospice

DARTS Serving Seniors, Families, Community

CommonBond Communities

Little Brothers Friends of the Elderly

Hennepin County

Minnesota Department of Human Services

Volunteers of America

VA Medical Center

ElderCare Rights Alliance

Pillsbury United Communities

Metropolitan Area Agency On Aging

HPPAE Application

Written applications due to Holley Locher by April 6th.

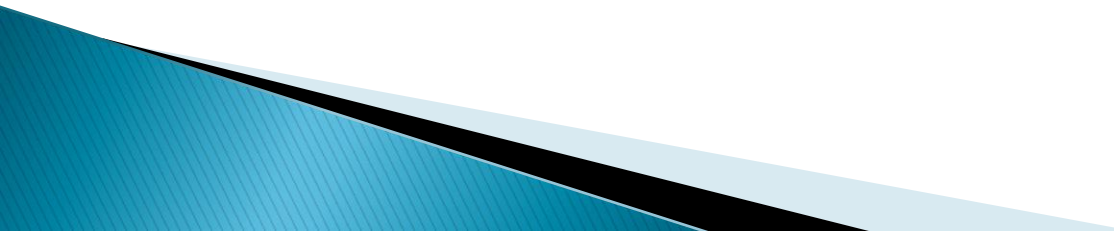
Students interview with HPPAE agencies and non HPPAE agencies

Agencies hold power in decision making – HPPAE scholars must have secured a HPPAE placement

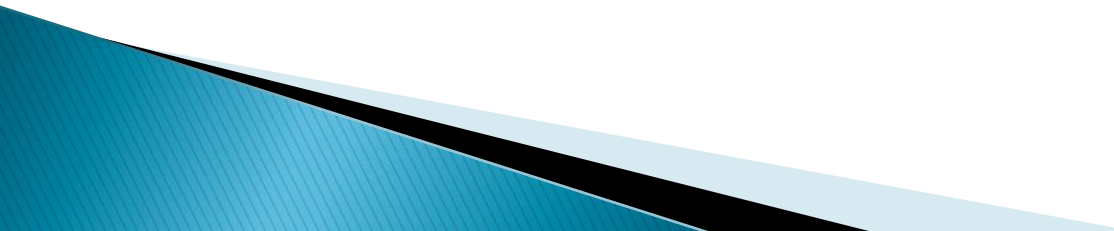
Matches made in May



Remember . . .

- ▶ The goal is to have a placement by **June 15 at the latest**. No faculty or office support will be available during the summer months.
 - ▶ 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.
- 

Contact Information

- ▶ Nancy Rodenburg
 - Stressed? Give me a call or send an e-mail
 - rodenbor@augsborg.edu
 - 612.330.1430

Website Access

- ▶ To access the field manual and the extended version of the possible field placements:
 1. Online at:
 - <http://web.augsburg.edu/socialwork/msw/field.html>
 - Password for descriptions: augsburg2009
 2. Moodle, MSW Community Site
 - These descriptions will be updated periodically so check back often for updates.
- ▶ Orientation PowerPoint also available in both locations