OFFICE OF FIELD INSTRUCTION (OFI)
Incoming 2010 Students: Field Resource Information

WEBSITE:  http://www.ssw.umich.edu/programs/msw/ofi

E-Mail: ssw.ofi@umich.edu                   Office of Field Instruction, Box 152
Phone: 734.764.5331                  1080 S. University Ave., Room 1704
Fax: 734.763.4885                 Ann Arbor, MI  48109-1106

The Office of Field Instruction’s website provides all the comprehensive and detailed information you need to know regarding everything related to field instruction. Please refer to the OFI web page links below:

♦ General Field Placement Information:
  o Incoming 2010 Students: Essential Field Placement Information:
    E-MAILED TO ALL MATRICULATED STUDENTS' UMICH ACCOUNTS ON APRIL 6, 2010
    ♦ Information about international experiences is in the letter – You need to start your field placement in Fall, be on the 16-month track, and complete an Out-of-Sequence Petition: http://www.ssw.umich.edu/programs/msw/ofi/out_of_sequence.pdf
    ♦ Geriatric Fellows: Please see special information/instructions in letter re: field rotation requirements: http://www.ssw.umich.edu/geriatricSocialWork/
    ♦ 16-month Student Placement Information Session: Monday, September 13, 2010. 4:00 - 5:00 p.m. Start working on your Goal Statement and Résumé now!
  o Placement Listings – VIEW FIELD PLACEMENTS HERE
  o Placement Request Application – SUBMIT ONLINE
  o Frequently Asked Questions – INFORMATION ABOUT THE PLACEMENT PROCESS AND FIELD

♦ Field Instruction Resources:
  o Complete Field Instruction Manual - PLEASE TAKE THE TIME TO REVIEW
  o Student Orientation to Field Instruction (PowerPoint) - USEFUL FOR ALL ASPECTS OF FIELD INSTRUCTION

♦ Field Instruction Deadlines and Timelines:
  o Important Deadlines In Field Instruction – DATES FOR THE ENTIRE YEAR

♦ Field Instruction Forms:
  o Forms for Students: ALL OTHER FORMS YOU WILL NEED DURING YOUR TIME HERE!
    ▪ Employment-Based Field Placement Proposal & Guidelines

♦ Office of Field Instruction Faculty:
  o OFI Field Educator/Liaison Profiles – GET TO KNOW WHO WE ARE

THINGS TO KNOW

Many fieldwork sites will require that student’s (at their own expense) complete a criminal background check, drug screening, show proof of immunizations, and/or provide professional references in order to be considered for field placement. Students need to inquire about these during the initial contact with the fieldwork site. Please refer to the Field Manual for more detailed information.
Fingerprint Application/Information can be found here:

Most public school placements require 3 days per week through mid-June and prefer 2nd year students or those with Advanced Standing status.

Incoming students starting field in the Fall 2010 should register for section 888 for field instruction (SW 515 or SW 691) and the Foundation field seminar (SW 531). We will move you into the correct section with your assigned Field Educator/Liaison before school starts.

FIELD PLACEMENT PROCESS & CAREER CENTER SUPPORT WEBINARS: OFI is setting up 3 webinars with Career Services in which you can participate from your computer so that we can answer your questions about field instruction, etc. It is strongly recommended that all students join one of the “Field Information Sessions.” Sign up for one of the session dates by clicking on a link below:

- Field Information Session – Tuesday, April 13th 3:30-4:30pm (EST)
- Field Information Session – Wednesday, April 28th 4:30-5:30pm (EST)
- Field Q & A Session – Tuesday, May 11th 12-1:00pm (EST)

Please call or e-mail the Office of Student Services (734-936-0961 or ssw.oss@umich.edu) for further information.

REQUIRED PRE-FIELD WORKSHOPS
**Field credit given for attending ENTIRE sessions**

WHO: **SW 515:** Incoming FOUNDATION Field (1st Year 20-Month & Out-of-Sequence Students starting Field in Fall 2010)
WHAT: REQUIRED Pre-field Workshops
WHERE: School of Social Work - Educational Conference Center (ECC)
WHEN: Thursday, September 2nd: 1:30 p.m. – 5:00p.m.
WHY: Workshops are designed to prepare FOUNDATION students for field placement

WHO: **SW 691:** Incoming, ADVANCED Field (Advanced Standing, Transfer, Field Exemption Students starting Field in Fall 2010)
WHAT: REQUIRED Pre-field Workshops
WHERE: School of Social Work – Educational Conference Center (ECC)
WHEN: Thursday, September 2nd: 8:30 a.m. – 12:00 Noon
WHY: Workshops are designed to prepare ADVANCED students for field placement

OFFICE OF FIELD INSTRUCTION ~ CONTACT INFORMATION
Please feel free to contact the Office of Field Instruction if you have any questions by calling the Administrative or Project Coordinator, (734) 764-5331 or e-mail: ssw.ofi@umich.edu.
Please reference the web site: http://www.ssw.umich.edu/programs/msw/ofi.

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