



FIELD EDUCATION SCHEDULE

FALL 2009 (AY 2101)

August

- 31 Classes begin.
Foundation Field Integrative Seminar begins for first year non-advanced standing students.
Seminar meets for 1 hour per week for the 15 weeks of the fall term.

September

- 3 **Orientation for Field Instructors, William Pitt Union Ballroom 9:00-4:00 pm**
7 Labor Day (University closed).
8 **Field placement begins for BASW, MSW second year and Advanced Standing students.
Field learning plans are updated for students continuing in field placement.**
15,16,17 **Required Orientation Seminar:** MSW advanced standing students starting a placement must attend one of the following: 9/15, 12:00 Noon-3:00 PM, 9/16, 5:30-8:30 PM or 9/17, 9:00 AM- 12 Noon. Faculty /Staff Lounge Room 2101 CL. On-line orientation for advanced standing students is also available at: <http://courseweb.pitt.edu>

October

- 5 **Field Learning Plans for students in new field placements that started September 2nd are due.
Updated plans for continuing students are due.**
Field Learning Plans are available via
<http://www.socialwork.pitt.edu/academic-programs/field-education/>
X **Field Learning plans are due for BASW students
(To be determined by BASW Practicum Seminar and Lab Instructor)**
12 Fall Break- no classes
13 Field Seminar meets this day instead of the 12th
19 **Full time non advanced standing students begin field placement
Deadline for Student Interview and Field Instructor Interview Confirmation Forms for first year non-advanced standing students starting field placement this date.**
15 **Spring Term Request for Field Placement Forms Due.**

November

- TBD **Required Planning Session** for Field Placement for Junior BASW students, 12:00 noon - 1:00pm, Room 2017 Cathedral of Learning
25-29 Thanksgiving Recess for students (no classes or field).

December

- X **Evaluations are due for BASW students.
(To be determined by BASW Practicum Seminar and Lab Instructor.)**
7 Last day of Fall term for field placement for BASW students.
Evaluations/Time Sheets are due for advanced standing, part-time, and second year students in placement for the entire fall term.
Week of Dec 14th Last Foundation Field Seminar session for full time first year non-advanced standing students.
Field Learning Plan/Time Sheets due for full time first year non-advanced standing students in placement since October 19th.
19 Last day of Fall term field placement for MSW students.
20 - Jan. 5 Winter Recess for all students.



FIELD EDUCATION SCHEDULE
SPRING 2010 (AY 2104)

January

6 First day of field placement for all students.

12, 14 **Required attendance at one of the following:** Orientation to Field Placement Seminars for all MSW students starting field placement- 1/12, 9:00 AM-12:00 NOON; and 5:30 PM-8:30 PM, and 1/14, 1:00 AM-4:00 PM, sessions are held in the Faculty /Staff Lounge Room 2101 CL.

18 Dr. Martin Luther King's Birthday Observance (University closed). (NO FIELD)

February

8 **Field Learning Plans are due for students in new field placements.**

Updates are due for continuing students except for full time first year students continuing in foundation placement.

XX **Field Learning plans are due for BASW students
(To be determined by BASW Practicum Seminar and Lab Instructor)**

1-15 BASW students submit "Request for Field Placement." Submit Request to Room 2129 CL

14-Mar. 14 **Summer Term Request for Field Placement Forms Due.**

First year part time MSW Students register for Foundation Integrative Field Seminar.

17 or 18 **Required Planning Seminar: Students planning to start a new field placement summer term.** On 2/17 at 12:00 noon-2:30 or 2/18 at 5:30-8:00 PM. Faculty/Staff Lounge, Room 2101 C.L.

March

7-14 Spring Recess for all students.

12 Spring Holiday (University Closed). (NO FIELD)

14 Last day for requesting MSW summer field placement.

15- Apr. 26 MSW students submit request for Fall field placement.
Field placement assignments will be made from May through August.

April

XX **Evaluations are due for BASW students
(To be determined by BASW Practicum Seminar and Lab Instructor)**

12 **Evaluations are due for all MSW students.**

16 Last day of field placement for Spring term for BASW students.

23 Last day of field placement for Spring term for MSW students.



FIELD EDUCATION SCHEDULE SUMMER SESSION & SUMMER TERM 2010 (AY 2107)

May

- 10** Field placement resumes for part time, second year and advanced standing MSW students in field for the summer.

Week of May 10th Foundation Integrative Field Seminar begins for first year part-time students. Seminar meets for 1 hour for 14 weeks.

- 12 or 13** **Required Orientation Seminar:** Advanced Standing MSW students starting a new field placement May 4th. 5/12 from 12:00 noon – 2:30 pm or 5/13 from 5:30pm -8:00 pm. Faculty / Staff Lounge, Room 2101 CL.

On-line orientation available at: <http://courseweb.pitt.edu>

- 31** Memorial Day (University Closed). (NO FIELD)

June

- 7** Field Learning Plans are due for students starting new field placements; updates are due for continuing students.

- 7** MSW First year part-time students begin field placement.

- 7** Deadline for Student Interview and Field Instructor Interview Confirmation forms and malpractice insurance for first year part-time students starting foundation placement.

- 30** Last day for request for MSW fall field placement.

July

- 4** Independence Day (University Closed). (NO FIELD)

August

- 2** End of term evaluation/time sheets due for students who began field placement in May.

Field Learning Plans/Time Sheets are due for part-time students in placement since June 7th

Week of Aug 2 Last Foundation Field Seminar session for part-time non advanced standing students in placement since June 7th

- 9** Last day of field placement for the Summer Term.

Student Observance of Holidays

Each student is expected to follow the University calendar in observance of designated holidays. In agency situations where a student observance of a University holiday would pose a hardship or problem in the organization's program, the student may negotiate a compensatory time arrangement satisfactory to all parties: student, field instructor, administrative officer, and advisor. A statement of this change or agreement should be placed in the student's file. Students are not required to make up agency holidays that are not observed by the School.

Student's Satisfactory Completion of Field Requirements

Students must have a field learning plan/time sheet and an evaluation/time sheet on file to indicate they have satisfactorily completed field learning requirements. Students need to complete the required number of hours for each term in field placement