**August**

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

30  Orientation for Field Instructors, 9:00 am - 4:00 pm, 20th Fl. Cathedral of Learning.

**September**

3  Labor Day (University closed).

4  Field placement begins for BASW, MSW, second year and Advanced Standing students. 
**Field learning plans are updated for students continuing in field placement.**

12, 13, 14  **Required Orientation Seminar:** MSW advanced standing and part-time students starting a placement must attend one of the following: 9/12, 12:00 Noon-3:00 PM, 9/13, 5:30-8:30 PM or 9/14, 9:00 AM- 12 Noon. Faculty/Staff Lounge Room 2101 CL. On-line orientation available at: http://www.courseweb.pitt.edu.

18  **Field Education Agency Fair** – William Pitt Union Assembly Room, 11:00 a.m.-5:00 p.m.

19, 20, 26  **Required Planning Seminar:** Advanced standing or part time MSW students planning to start a field placement for January must attend one field planning meeting: 9/19 and 9/26, - 11:30 AM-1:30 PM; 9/20, 5:30 PM- 7:30 PM. All sessions in Faculty/Staff Lounge C.L. Room 2101 CL. On-line orientation available at: http://courseweb.pitt.edu

**October**

5  Field Learning Plans for students in new field placements are due. 
**Updated plans for continuing students are due.**

Field Learning Plans are available via  
http://www.socialwork.pitt.edu/academic-programs/field-education/  
or http://courseweb.pitt.edu

15  Full time MSW first year non-advanced standing students begin field placement

15  **Deadline** for Student Interview and Field Instructor Interview Confirmation Forms for first year non-advanced standing students starting field placement this date.

**November**

13  **Required Planning Session** for Field Seminar for Junior BASW students, 12:00 noon - 1:00pm, Room 540 William Pitt Union.

21-25  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.**

10  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 15th.**

15  Last day of Fall term field placement for MSW students.

16 - Jan. 6  Winter Recess for all students.

Revised 11/26/07
FIELD EDUCATION SCHEDULE
SPRING 2008 (AY 2008)

January
7 First day of field placement for all students.
Field Learning Plans are updated for advanced standing, second year and part-time students continuing in field placement.

15, 17 **Required attendance at one of the following:** Orientation to Field Placement Seminars for all MSW students starting field placement- 1/15, 9:00 AM-12:00 NOON; and 5:30 PM-8:30 PM, and 1/17, 1:00 AM-4:00 PM, sessions are held in the Faculty/Staff Lounge Room 2101 CL.

21 Dr. Martin Luther King’s Birthday Observance (University closed). (NO FIELD)

February
4 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.

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.

13 or 14 **Required Planning Seminar:** Students planning to start a new field placement summer term. On 2/13 at 12:00 noon-2:30 or 2/14 at 5:30-8:00 PM. Faculty/Staff Lounge, Room 2101 C.L.

March
9-16 Spring Recess for all students.

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

14 Last day for requesting MSW summer field placement.

15- Apr. 27 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)

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

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

25 Last day of field placement for Spring term for MSW students.
FIELD EDUCATION SCHEDULE

SUMMER SESSION & SUMMER TERM 2008 (AY 2087)

May

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

5  Foundation Integrative Field Seminar begins for first year part-time students. Seminar meets for 1 hour for 14 weeks.

14 or 15 **Required Orientation Seminar**: MSW students starting a new field placement May 5th .
5/14 from 12:00 noon – 2:30 pm or 5/15 from 5:30pm -8:00 pm. Faculty / Staff Lounge, Room 2101 CL.

On-line orientation available at: [http://courseweb.pitt.edu](http://courseweb.pitt.edu)

26  Memorial Day (University Closed). (NO FIELD)

June

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

9  MSW First year part-time students begin field placement.

9  Deadline for Student Interview and Field Instructor Interview Confirmation forms and malpractice insurance for first year part-time students.

30  Last day for request for MSW fall field placement.

July

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

August

1  **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 9th

4  **Last Foundation Field Seminar session for part-time non advanced standing students in placement since June 9th**

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.