

*University of Pittsburgh School of Social Work*



**MSW Field Education Request for Placement Checklist For *First Year MSW Students***

*Have you submitted the following?*

\_\_\_ *Request for MSW Generalist Practice Field Placement Form*

\_\_\_ *A copy of your resume*

\_\_\_ *Safety Review Form- due within 30 days of starting field work- see handout*

\_\_\_ *Complete Abuse Across the Lifespan Training as part of Field Seminar*

\_\_\_ *Complete HIPPA Training as part of Field Seminar*

Students who do not have advanced standing (defined as not possessing an undergraduate degree in social work) who are requesting a field placement should complete the Request for MSW Generalist Field Placement Form online at <https://tinyurl.com/mswgenrec>

The request will require you to attach a current resume to the form linked above before it can be officially submitted.

- Confirm with you Field Instructor at the Agency that you have the required clearances to start your field work (this may include Child Abuse Clearance, Criminal History Clearance, FBI Fingerprinting and others)
  
- Confirm Field Advisor
  - John Dalessandro ([dalessan@pitt.edu](mailto:dalessan@pitt.edu) )
  - Amy DeGurian ([aad62@pitt.edu](mailto:aad62@pitt.edu))
  - Melvin Cherry ([mcc59@pitt.edu](mailto:mcc59@pitt.edu))
  - Deborah Robinson ([dcr16@pitt.edu](mailto:dcr16@pitt.edu) )
  - Alicia Melnick ([ada65@pitt.edu](mailto:ada65@pitt.edu) )

Confirm that the **Interview Confirmation Form has been completed** & returned to your Field Advisor.

- **Attend Mandatory Field Seminar starting Monday August 30th**

- This is a reminder that I am holding an Orientation to Generalist Field Work this Wednesday 8/25 from 1-3 PM- please see link below- also please note that the Generalist Field Seminar is attached to your Generalist Practice Class as outlined on the fall schedule- you may be aware of this already but wanted to remind you.
  
- 14516 SWGEN\* 2098A GenrlstSWPract+FldSem 3 CL 2309 M 8:00-11:50 Cherry,M. /Cherry, M.
- 14515 SWGEN\* 2098B GenrlstSWPract+FldSem 3 CL 2311 M 8:00-11:50 Simmons,B./Degurian,A.
- 16152 SWGEN\* 2098C GenrlstSWPract+FldSem 3 CL 2322 M 8:00-11:50 Lucas-Darby,E./Melnick, A.
- 14517 SWGEN\* 2098D GenrlstSWPract+FldSem 3 CL 2311 M 6:00-9:50pm Yuan,Y./Robinson, D.
- 14542 SWGEN\* 2098E GenrlstSWPract+FldSem 3 CL 2309 M 6:00-9:50pm Burgman,C./Petracchi,H.
- 18842 SWGEN\* 2098F GenrlstSWPract+FldSem 3 LANGY A202 M 6:00-9:50pm Stoner,L. /Dalessandro,J.
  
- **Confirm start date with Field Instructor at the agency**
  
- **Start Field Placement** on or around September 27, 2021

*ON-LINE Field Directory available at [www.fieldedlink.pitt.edu](http://www.fieldedlink.pitt.edu)*

*All Documents should be returned to <https://tinyurl.com/sswcerts>*

*If you have questions, please contact the Office of Field Education at 412-648-5941*