



UW Oshkosh Department of Social Work

BSW Field Application
Student Orientation
2020/2021

Field Coordinator Contact Information

- Audra Eggum, BSW Field Coordinator
 - egguma@uwosh.edu
- Office hours: Tuesdays 1:00pm - 2:00pm
 - Before and After SW 378 Class
 - By appointment

Distinct Roles

- **Field Instructor:** 1) the faculty member teaching your section of field; 2) conducts agency visits; 3) reviews the student learning contract; 4) assesses and assigns field grades.
- **Field Supervisor:** 1) the agency partner providing supervision to the student; 2) provides field placement site where student/s can meet the course competencies; 3) provides social work supervision; 4) evaluates the student.

Distinct Roles cont.

- ▣ **Field Coordinator:** 1) Facilitates the field placement process; 2) works with students throughout the application and placement processes; 3) works with agencies and field supervisors throughout the query and placement processes; 4) approves new placement sites; 5) facilitates the Field Placement Agreement and Liability contract processes; 6) field related roles as outlined by the BSW Field Manual after placements are secure.

Distinct Roles cont.

- ▣ **Field Committee:** Members of the faculty who provide recommendation and assistance during the field placement query, application and placement processes.

Advisement Information

- Advisor and BSW Program Coordinator
 - Colleen Hansen, MSW
- Route Sign-in Sheet - Please see Colleen first
- Colleen will access and check your Star Report.
- Please make sure the “pre-requisite check” on your application to field is accurate.

Department of Social Work

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Department of Social Work

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Important Dates

- ❑ Application materials due on or before Thursday March 5, 2020 by 3:00pm
- ❑ Background check service CastleBranch
- ❑ Social Work Department Office, Swart 230

Castle Branch Information

BSW Field Manual – Chapter IV Section 11 – BSW students entering field are required to have a criminal background check completed.

The cost is \$45. and you complete the process directly through Castle Branch

<https://portal.castlebranch.com/uv31>

Castle Branch cont.

The step-by-step direction will walk you through the process: Read the content of the first page, click on the red 'place order' button, then 'please select', then 'social work', then 'UV31: I need to order my background check' , and continue to follow the directions.

If you have questions about working your way through the process, please call Castle Branch at 888-850-4314

Process

- Students complete the application and background check is conducted
- Agencies are queried (ongoing through February)
- Student applications are processed
 - Cont.....

Process cont.

- Agencies are notified that a student will be placed
- BSW Field Coordinator frames matches
 - In tandem with Field Committee
- Field Placements are posted (April 15 – target date)

Process cont.

- Students contact the agency to schedule an interview meeting
- Use prepared resume and interview skills - from Generalist Practice II

Process cont.

- Take a copy of the Field Placement Agreement (FPA) agreement form to your interview – if the agency agrees
 - Establish hours/dates
 - Student and Field Supervisor sign form
- Submit signed placement agreement forms to the Social Work Office, Swart Hall 230
- A signed placement agreement marks a “secured placement”

Process cont.

- Field Seminar on Thursday afternoons (First day of Field for the 2020/21 cohort is September 10th).
- Students are required to go to the first section of their field course BEFORE beginning field hours
- 210 hours per semester
- 15 hours per week

Meeting with Seniors

- Thursday, February 13
- 11:30am - 1:00pm, Halsey 106

- What to expect:
- Senior groups (practice sectors – e.g. corrections, CPS, children and families)
- Juniors rotate through in groups