Dear Incoming Student,

On behalf of the MSASS’ Field Education Office, let me offer my congratulations on your admission to our program. We are very excited to work with you in the selection of your field placement. Our Field Education office is staffed field faculty advisors who will work cooperatively with you to facilitate the placement process. This is the first step in your field education placement process for the fall of 2012. Currently, we have more than 150 agencies serving as field practicum sites. During your graduate education at MSASS, you will spend a significant amount of time in your field practicum.

- As a full-time student, you will complete approximately 1050 hours of field education over four semesters. You will begin your field practicum in September, 2012.
- As a full-time student with advanced standing, you will do approximately 900 hours at one site over three semesters. You will begin your field practicum in September, 2012.

Our field faculty advisors are licensed independent social workers whose agency liaison assignments are reflective of their areas of professional practice. Enclosed you will find a Field Education Planning Form for you to complete and submit to the Field Education Office by May 25th. Our goal is to have you placed in your first field placement before you begin school in the fall. In order for us to be successful, the following steps must occur:

1. Read the enclosed material and go online to our website http://msass.case.edu/fieldedu/ to find out more about field education and locate our field placement agency database. Please note that our agencies have certain requirements that may vary between first year and second year students and, so some of the agencies in our database may not accept first year students.

2. For advanced standing students, we also strongly urge you to consider taking the exam and becoming licensed as an LSW in Ohio before school begins in the fall. This will greatly expand your options in obtaining field placements as some agencies can only accept students with a license. For more information on the process for obtaining your license in Ohio, go to http://www.cswmft.ohio.gov. Those who do not have an LSW may need to apply for the Social Work Trainee (SWT) License. Further information on this process will be reviewed during field orientation.

3. Complete and return the attached Incoming Field Placement Form along with a copy of your resume and personal statement. The Incoming Student Field Placement Form is an electronic form. Please read and follow the three steps below:
   a) Step 1: Save the document onto your computer, title it Incoming Student Field Placement Form and your name.
   b) Step 2: After saving it onto your computer, you can begin to type in your information.
   c) Step 3: Complete the form and return it by e-mail to hpj@case.edu or mail it to the Field Education Office, Mandel School of Applied Social Sciences, Case Western Reserve University, 10900 Euclid Avenue, Cleveland, Ohio 44106-7164.

4. Once received, we will match you with a field faculty advisor whose expertise is compatible with your area of interest, or course of study.

5. You will be contacted by your field faculty advisors via phone or email to schedule a meeting. The purpose of your initial contact with a field faculty advisor is to review your learning needs and objectives, and to determine the most appropriate field site for you to explore for the fall.

6. After the initial contact with your field faculty advisor, he/she will provide information to you to facilitate you scheduling interviews with field sites that will best meet your learning needs. (If you live out of town, it would be best to schedule 2-3 days when you can be in town to look for housing, meet with your field faculty advisors, and interview with agencies all at the same time. Please discuss this with your field faculty advisors.)

7. You will interview with potential sites identified by you and your field faculty advisor and then communicate your preference.

8. The field faculty advisor will contact the agencies to determine their preferences, and inform you if there is a match.

REMEMBER THE SOONER YOU ENGAGE IN THIS PROCESS, THE MORE CHOICES YOU WILL HAVE OF AVAILABLE PLACEMENTS!

Please keep us informed of any changes in your address, telephone number and e-mail so that we can be in touch with you during the winter. If you have any questions or concerns, please feel free to contact me at 216-368-2240/1-866-299-9819. We look forward to working together with you to develop a meaningful field education experience.

Sincerely yours,

Scott A. Wilkes, LISW, J.D.
Director of Field Education

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