IMPORTANT: Refer to your beginning field education semester for dates of mandatory Orientation to the Field Practicum Program that occurs prior to your 1st semester of field.

### SPRING 2018 SEMESTER

#### ORIENTATION TO THE FIELD PRACTICUM

The purpose of the Orientation Meeting is to address specific issues pertaining to the practicum experience and review the field course requirements including: Learning Plan, Evaluation process, Integrated Field Seminars, Field Assignments, and the course grading process.

***Attendance is required for students beginning their Field Program in Spring 2018. Students are required to attend one of the two sessions.***

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>01/16/2018</td>
<td>5:00 PM – 7:00 PM</td>
<td>Lubar S185</td>
</tr>
<tr>
<td>Wednesday</td>
<td>01/17/2018</td>
<td>11:00 AM – 1:00 PM</td>
<td>Lubar S185</td>
</tr>
</tbody>
</table>

#### INSTRUCTION BEGINS FOR FIELD EDUCATION:

- **Monday, January 22, 2018**

#### LEARNING PLAN:

Please use the “Field Course Objectives” in the on-line Field Manual and “on-line examples” to identify learning needs for the appropriate semester level. The student and Field Instructor should complete this form.

- After completing **40 hours of field** approximately **February 9th**

#### MID-SEMESTER EVALUATIONS DEADLINE

(both Field Instructor & student) due:

- After completing **half of field hours**

#### FINAL EVALUATIONS DEADLINE

(both Field Instructor & student)

- After completing **all field hours and assignments**

#### LAST DAY OF FIELD EDUCATION

- **Friday, May 11, 2018**

### FIELD HOUR REQUIREMENTS:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Requirement</th>
<th>Hours/Week</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>421 &amp; 422</td>
<td>Elective Semester of Field to be arranged with Field Liaison for five credits (256 hours)</td>
<td>16</td>
<td>256</td>
</tr>
<tr>
<td>821 &amp; 822</td>
<td>Elective Semester of Field to be arranged with Field Liaison for either three credits (260 hours) or four credits (320 hours)</td>
<td>20</td>
<td>320</td>
</tr>
</tbody>
</table>

**SPRING SEMESTER**

- **BSW**: 421 & 422 (256 hours), 821 & 822 (320 hours)
- **MSW**: 721 & 722 (260 hours), 921 (320 hours)
**ORIENTATION TO THE FIELD PRACTICUM**
The purpose of the Orientation Meeting is to address specific issues pertaining to the practicum experience and review the field course requirements including: Learning Plan, Evaluation process, Integrated Field Seminars, Field Assignments, and the course grading process.

***Attendance is **required** for students beginning their Field Program in Summer 2018.***

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:00 PM – 7:00 PM</td>
<td>Bolton 294</td>
</tr>
<tr>
<td>11:00 AM – 1:00 PM</td>
<td>Enderis 109</td>
</tr>
</tbody>
</table>

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**INSTRUCTION BEGINS FOR FIELD EDUCATION:**

**Tuesday / May 29, 2018**

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**LEARNING PLAN:** Please use the "Field Course Objectives" in the on-line Field Manual and "on-line examples" to identify learning needs for the appropriate semester level. The student and Field Instructor should complete this form.

After completing 40 hours of field approximately **June 8th**

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**MID-SEMESTER EVALUATIONS DEADLINE** (both Field Instructor & student)

After completing **half** of field hours

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**FINAL EVALUATIONS DEADLINE** (both Field Instructor & student)

After completing **all** field hours and assignments

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**LAST DAY OF FIELD EDUCATION**

**Friday / August 17, 2018**

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**SUMMER SEMESTER**

**FIELD HOUR REQUIREMENTS**

<table>
<thead>
<tr>
<th>BSW</th>
<th>MSW</th>
</tr>
</thead>
<tbody>
<tr>
<td>421 &amp; 422</td>
<td>Approximately 22 hours per week (256 hours total per semester)</td>
</tr>
<tr>
<td>423</td>
<td>Elective Semester of Field to be arranged with Field Director or Field Liaison for five credits (256 hours)</td>
</tr>
<tr>
<td>721 &amp; 722</td>
<td>Approximately 22 hours/week (260 hours total per semester)</td>
</tr>
<tr>
<td>821 &amp; 822</td>
<td>Approximately 27 hours/week (320 hours total per semester)</td>
</tr>
<tr>
<td>921</td>
<td>Elective Semester of Field to be arranged with Field Director or Field Liaison for either three credits (260 hours) or four credits (320 hours); Approximately 22-27 hours/week, dependent on credit hours registered</td>
</tr>
</tbody>
</table>
### ORIENTATION TO THE FIELD PRACTICUM
The purpose of the Orientation Meeting is to address specific issues pertaining to the practicum experience and review the field course requirements including: Learning Plan, Evaluation process, Integrated Field Seminars, Field Assignments, and the course grading process.

***Attendance is required for students beginning their Field Program in Fall 2018. Students are required to attend one of the two sessions.***

### INSTRUCTION BEGINS FOR FIELD EDUCATION:
Tuesday / September 4, 2018

### LEARNING PLAN:
Use the “Field Course Objectives” in the on-line Field Manual and “online examples” to identify learning needs for the appropriate semester level. The student and Field Instructor should complete this form.

After completing **40** hours of field approximately **September 21st**

### MID-SEMESTER EVALUATIONS DEADLINE
(both Field Instructor & student)
After completing **half** of field hours

### FINAL EVALUATIONS DEADLINE
(both Field Instructor & student)
After completing **all** field hours and assignments

### LAST DAY OF FIELD EDUCATION
Friday, December 14, 2018

### FALL SEMESTER

<table>
<thead>
<tr>
<th>BSW</th>
<th>MSW</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIELD HOUR REQUIREMENTS</strong></td>
<td><strong>FIELD HOUR REQUIREMENTS</strong></td>
</tr>
<tr>
<td>421 &amp; 422  Approximately 16 hours per week (256 hours total per semester)</td>
<td>721 &amp; 722  Approximately 16 Hours per week (260 hours total per semester)</td>
</tr>
<tr>
<td>423 Elective Semester of Field to be arranged with Field Director or Field Liaison for five credits (256 hours)</td>
<td>821 &amp; 822  Approximately 20 Hours per week (320 hours total per semester)</td>
</tr>
<tr>
<td>921 Elective Semester of Field to be arranged with Field Director or Field Liaison for either three credits (260 hours) or four credits (320 hours)</td>
<td></td>
</tr>
</tbody>
</table>

### PLEASE NOTE:
All required field documents (learning plan, evaluations, field assignments, & verification of field hours) should be submitted to the Field Liaison by the deadlines for the semester. Students should retain a copy of all submitted documents. Students may be assigned an Incomplete if a Request for Field Course Incomplete is approved by the Field Instructor and Field Liaison and a plan for completion of assignments has been pre-approved by the Field Instructor and assigned Field Liaison. A grade will be assigned only when the student complies with the agreed upon plan by the designated deadline.

***Questions about the Field Education Program should be directed to the assigned Faculty Field Liaison or Jeanne Wagner, Director of Field Programs @ jeannew@uwm.edu or 414-229-6501.***