



Applying for Field Education



General Field Deadlines

Fall Semester Start

- Due May 15th

Spring Semester Start

- Due September 15th

Summer Semester Start

- Due February 15th



Special Circumstances

Fall start: Out-of- County

- February 15th

MSW School Social Work (Fall Start Only)

- February 15th

MSW Veteran's Administration (Fall Start Only)

- February 15th



Placement Types



Traditional agency-based practicum supervised by agency Field Instructor



Employment-based field practicum supervised by a different agency supervisor in a different department



Employment-based field practicum supervised by your current supervision in your current position



Block placements for MSW students only (completion of two field courses in one semester)



Practice Areas

Developmental,
Cognitive, and/or
Physical Disabilities

Child and Youth
Services

Child Welfare/CPS

Criminal Justice

Domestic
Violence/Sexual
Assault

Gerontology

Hospice/Bereavement

Housing and Poverty
Support Programs

LGBTQIAA+

Macro/Administrative

Medical

Mental Health,
Substance Use
Disorders

Refugees

School Social Work

Veteran's Services



Terminology



Field Liaison- UWM Employee who arranges, monitors, and supports Field Placements



Field Instructor-Agency based employee who provides supervision and educational opportunities to student.



Logging into Sonia

- Look for an email “Welcome to Social Work Field Placement Software- Sonia” or “Set Sonia Password” with your username and a link to set up a password.

- If you cannot find the email or are a new student to UWM, request a new log in email here : <https://forms.office.com/r/bbmcgdvkuG>

- Log into the field software system: Sonia (uwm-ssw.sonialive.com)

- Select Role: “Student” and enter your log in information



Welcome back!



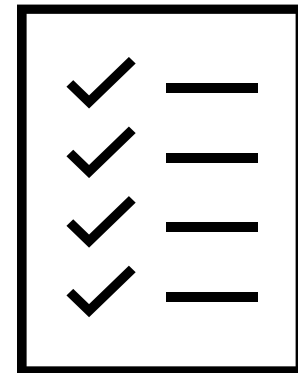
- If you were a recent BSW student in our program who is enrolling in our MSW program, you will use the same Sonia log in as you used as a BSW student.





How to open the Field Application

Click link for step- by -step directions



Tips for Completing your Application

Part 1

This application is what your Field Liaison will use to get an understanding of what type of placement you may need or want. Make sure to highlight factors that are most important. If you are open to lots of options, indicate that.

Part 2

This is what we send to agencies to convince them to interview you. Sell yourself, be clear about the experiences you want, and check for spelling/typos



What to expect

- We will find you a field placement that meets the requirements for a BSW or MSW



We cannot guarantee that we can find a placement that meets:

- Your schedule (ie nights/weekends only)
- Your location preferences
- Your focus requests
- Requirements for a Clinical placement or a DPI approved School Social Work Placement



Next Steps

Review

Your application will be reviewed and assigned to a Field Liaison based on your area of interest



Receive

You will receive an email when your application has been assigned to a Field Liaison



Contact

Contact your assigned Field Liaison within 7 days of receiving the email with your Liaison assignment



Meeting with Liaison

- Review Field application
- Discuss interests and ideas
- Narrow down sites you would like to apply to

***You should not be reaching out to potential placements on your own unless directed to by your Field Liaison**



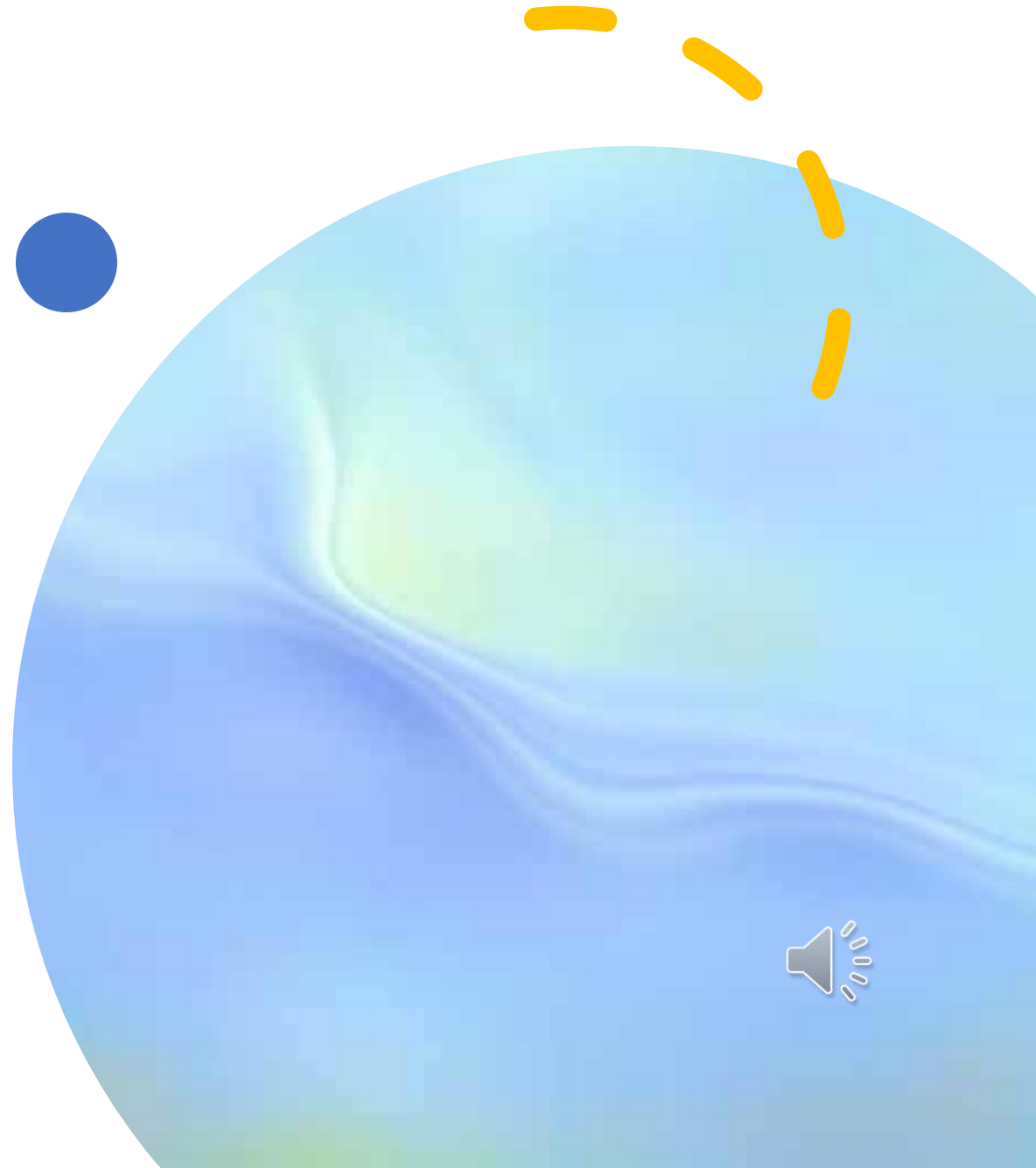
Final Steps

**Be patient and check your
UWM email regularly**



Attend interview with agency

You and the agency determine if you want
to move forward with the placement



Background Checks and Pre-Placement Requirements

- Depending upon what placement you accept, you may need to complete a background check either through the agency or through UWM.
- Background checks are available through UWM (View Point for \$35)
- Pre-placement requirements may require an additional cost to the student.



Barriers to placement

Notify your Liaison through Part 1 of Field application or during your Liaison meeting



Interview Tips

- Gather info about the agency
- Prepare questions you want to ask
- Confirm location and parking arrangements
- Dress professionally
- Be on Time
- If applicable: Be prepared to discuss any results from your background check and any accommodations that may be needed.



Interview Practice Options

- **Big Interview:** The Big Interview is a tool to help students, alumni and community members improve their interviewing skills. Through the virtual platform, students can record practice responses to interview questions spanning all fields and industries that can be reviewed for future growth.
- Check out Center for Student Experiences and Talent for more information on Big Interview and other Interviewing Resources
 - <https://uwm.edu/set/career-communities-services/interview-guides/>





Frequently Asked Questions



How many
hours do I
need to
complete?

BSW Students

- 215 hours/ semester
 - 14-17 hours/week

MSW Students

- 721- 215 hours
- 722-200 hours
- 821/822- 250 hours
 - 13-20 hours/week



Are Placements Paid?

- A small number of placements offer a stipend or an hourly wage, but the number and areas of focus are limited each semester.
- These placements are often competitive and may have additional requirements such as a set schedule, additional hours, etc.



What if I have a criminal background?

- You will be required to complete a criminal background check as part of the placement process. The results will be provided to the agency. The agency may also conduct their own background check.
- Depending on the offense and how long ago it was, a criminal conviction could impact your options for a field placement.
- If this situation applies to you, we request that you disclose this information to your Field Liaison and any potential agency up front.



What if I have a disability that may impact my ability to perform in field?

Field placement agencies are not required to make reasonable accommodations for students with disabilities, however, they may choose to if they are able.

Plan to share your needs during any agency interview and seek support from ARC if applicable.



Can I only complete hours during evenings/weekends?

- There are very few placements that are available during evenings and weekends and cannot be guaranteed.
- Talk with your Field Liaison about what options you may have to try to balance all your requirements.



Can I apply early?

- As long as you complete the application that is designated for the semester you start field, you can apply early.
- Applications are reviewed and assigned monthly around the 15th of the month.



What if I miss the deadline to apply?

- Your application may be added to the 2nd priority list for placement or you may be asked to re-apply for the following semester.





Can I get field credit for my job?

- If you are employed in a social work position, you may be able to complete your field placement as part of your employment. Please discuss this with your assigned Field Liaison to determine if you qualify and next steps.



Can I find my own placement?

- We encourage ideas/suggestions, but please do not reach out to any agencies or Field Instructors unless you have been instructed to by your Field Liaison.



Can I switch placements if I don't like it?

- Placements changes occur very rarely and only with approval from your Field Liaison. You should plan to remain at your placement for the 2-3 semesters that you are signed up for.
- Please consult with your Field Liaison with questions.



What if I'm not accepted at the placement I interviewed?



There are lots of reasons why a student is not accepted. Seek feedback and ensure you are prepared for the next interview.



Three failed interviews with agencies requires a meeting with the Field Director to determine if placement is appropriate at this time.





I still have questions!

- MSW Students: Contact Johanna Barkei barkei@uwm.edu
- BSW Students: Contact Jenny Taylor-McBride taylormc@uwm.edu

