



SOCIAL WORK PROGRAM
Fall 2021 (SOWK 370)
Calendar of Steps in the Process of Selecting a Field Agency

1. Applications available Online – **September 20, 2021**
2. Confer with Social Work Generalist Practice Lab instructor(s) about top three choices.
3. Complete and submit Application for Social Work Field Instruction to Dr. Dee Lucombe (Field Education Coordinator) at dlucombe@vsu.edu by **October 3, 2021**. Include a copy of your resume.
4. **Schedule and complete** a meeting with the Field Education Director for an interview about placement needs, preferences and options by **October 15th**. Note, early scheduling of this meeting is recommended, and **October 22nd** is the cutoff date for completion of this meeting. Clearance to contact agencies as agreed by both parties is given following this meeting. **NO FIELD PLACEMENT CONTACTS OCCUR UNTIL STUDENTS HAVE COMPLETED THIS MEETING WITH Dr. Lucombe.**
5. Contact agency (first choice) for placement interview by **November 12, 2021**.
6. Visit/Contact agency (second choice – or more- if necessary) for placement interview by **November 15, 2021**
7. Confer with the Field Education Coordinator regarding completed placement interview(s) - a post-agency-visit meeting via email or Zoom by **November 22, 2021**. **Note: Call Dr. Lucombe as soon as you have set up your interview/visit and plan to call again as soon as you have made your visit. Time is of the essence.**
8. Confirm agency assignment by **November 23rd**. (*For some students there will be unavoidable delays in the process*). In these cases, confirmation of

placement will occur between November 30th and December 10th. Students without placements by that time run a serious risk of not having a placement for Spring 2022.

9. ONLY STUDENTS WHO HAS A PLACEMENT BY DECEMBER 10 CAN BE GUARANTEED A PLACEMENT FOR **SPRING 2022**. STUDENTS WHOSE PLACEMENTS FALL THROUGH OVER THE WINTER BREAK DUE TO CHANGES IN THE AGENCY, SHOULD NOTIFY **OR** BE NOTIFIED BY THE FIELD EDUCATION COORDINATOR AS SOON AS THAT KNOWLEDGE IS AVAILABLE. IN THESE CASES, WINTER BREAK MEETING TO RESOLVE CHANGES TO THE PLACEMENT WILL BE INDIVIDUALLY ARRANGED.

10. Obtain Certification of Preparedness for Field Instruction (SOWK 399) from SOWK 370 instructor by December 17th for field placement. Students without this certification **WILL NOT BE PLACED** even if a placement was confirmed. Student's, who must fulfill additional assignments in order to obtain certification, must make such arrangements, in writing, with the SOWK 370 instructor AND the Field Director by December 17th. Placement will depend on the successful completion of any such assignments or requirements.