

Springfield College School of Social Work

2016 – 2017 Field Education Calendar

The Springfield College School of Social Work Field Education Calendar is provided for your convenience, as a guide for Field Supervisors, students, agency contacts, and Faculty Advisors. **Note that specific agency hours and requirements must be developed for each student's field experience at the discretion of the Field Supervisor and the placement agency.** For example, agencies may require students to be present for certain meetings or events. An expected schedule and calendar for the full field experience should be developed early in the field experience that details hours for each week of the Fall and Spring Semesters.

Agencies, Field Supervisors, and students must also determine how much of winter and spring breaks will be spent at the agency. While many agencies feel strongly that students should continue to see clients during winter break and sometimes during spring break, the School of Social Work recommends a minimum of a one week break between semesters.

Minimum field placement requirements are:

For the first placement:

- 15 hours per week (typically) for the 15 weeks of each semester
- 225 hours completed in both the fall and spring semesters for a total of 450 hours

For the second placement and Advanced Standing students:

- 20 hours per week (typically) for the 15 weeks of each semester
- 300 hours completed in both the fall and spring semesters for a total of 600 hours

Placement hours should be spread over the course of each of the full semesters in order to allow students to experience the placement concurrent with the content of classes, versus early completion of hours or concentrated completion of hours.

See Field Placement materials for additional information about field requirements.

Students may begin field placement in the fall semester as early as the second Monday in August 2016 without special permission from the Director of Field Education. Beginning placement hours earlier than this date requires permission of the Director of Field Education, and students requesting this must provide a written proposal with a detailed plan, start date, weekly schedule, end date, and rationale for the earlier start date.

Fall Semester 2016

Tuesday, September 6, 2016	Weekday classes begin <ul style="list-style-type: none">• Tuesday & Wednesdays; all placements should also begin this week unless student began mid-August or was authorized to begin hours earlier in the summer.
Saturday, September 10, 2016	Weekend classes begin <ul style="list-style-type: none">• Class Dates: September 10 & 11; September 24 & 25; October 8 & 9; October 22 & 23; November 5 & 6; November 19 & 20; December 3 & 4, 2016.
Monday, October 10, 2016	Columbus Day, no classes; College Offices closed; (internship hours can take place).
Wednesday, November 23, 2016	Thanksgiving Break begins; no classes; (internship hours can take place).
Monday, November 28, 2016	College Offices re-open.
Tuesday, November 29, 2015	School of Social Work classes resume.
Wednesday, December 14, 2016	Weekday classes end <ul style="list-style-type: none">• Field Supervisor's Evaluation of student and student's Self-Evaluation are due, submitted via workbook.• Student Workbook is submitted to the Faculty Advisor.<ul style="list-style-type: none">○ Time sheet for December does not need to be completed; student should maintain a record of hours for insertion into workbook later.○ If not previously submitted directly to the Faculty Advisor by the student, two Process Recordings for Fall semester should be submitted along with workbook.○ Students must make copies of all materials for their own records.

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- Friday, December 16, 2016 Faculty Advisors provide workbook directly to students or to Field Office for re-distribution.
- Wednesday, December 21, 2016 Internship hours should be completed for first semester. (If extension is needed, consult with supervisor and contact Faculty Advisor).
- Friday, December 30, 2016 **Final Date:** All Fall grades due to Registrar's Office.
Internship Grades are due to Registrar's Office, submitted by Faculty Advisors online.
Workbooks are returned to students for second semester during Winter Break by faculty Advisor or Field Office.

Winter Break

*Monday, December 19, 2016 – Tuesday, January 17, 2017 (Internship hours can take place)
(a minimum of a one-week break for the student during this time is recommended)*

College Offices are closed Friday, December 23, 2016 and re-open on Monday, January 2, 2017

Monday, January 16, 2017 – Martin Luther King, Jr. Day – no classes, College Offices closed

Spring Semester 2017

- Wednesday, January 18, 2017 Weekday classes begin
- Tuesdays & Wednesdays (placements also typically resume this week if they have not resumed earlier in January).
- Saturday, January 21, 2017 Weekend classes begin
- Class Dates: January 21 & 22, February 4 & 5, February 18 & 19, March 4 & 5, March 18 & 19, April 1 & 2, April 22 & 23.

Spring Break

*Monday, March 13 – Friday, March 17, 2017 (internship hours can take place)
College Offices open; no weekday classes*

- Tuesday, May 2, 2017 Weekday classes end
- Field Supervisor's Evaluation of student and student's Self-Evaluation are due, submitted via workbook.
 - Student Workbook is submitted directly to the Faculty Advisor.
 - Time sheet for May does not need to be completed; student should maintain a record for insertion into workbook later by the Field Office. If hours extend into summer, student must consult with Field Supervisor and Faculty Advisor and maintain record of hours.
 - If not previously submitted directly to the Faculty Advisor by the student, two Process Recordings for spring semester should be submitted along with workbook.
 - Students must make copies of all materials for their own records.

- Friday, May 5, 2017 **Final Date:** Internship hours must be completed for graduating students. Internship hours should be completed for non-graduating students (if not, hours extend into the summer months) and Final Evaluations are completed near to the conclusion of the internship hours. If extension is needed, contact Faculty Advisor as soon as it is known that hours must be extended.

- Thursday, May 11, 2017 **Final Date:** Internship grades for graduating students due to Registrar's Office from faculty advisors, submitted online.
- Internship grades for non-graduating students are due to Registrar's Office from Faculty Advisors, submitted online. Workbooks are due back to the Field Office by Faculty Advisors and filed in students' records.

- Saturday, May 13, 2017 Graduate Commencement

- Monday, May 15, 2017 **Final Date:** All Spring grades due to Registrar's Office.