

Field Calendar & Guidelines for MSW Students

Advanced Year Field Placement

Program Type	Spring Hours Per Week (Minimum Hours) [Ex. Course No. on schedule]	Summer Hours Per Week (Minimum Hours) [Ex. Course No. on schedule]	Total Hours in Field (Spring & Summer)
<i>Advanced Year</i> <i>Field Education Placement</i> <i>Part Time Traditional & Advanced Standing</i>	<i>Field Instruction 3</i> <i>15 hours per week</i> <i>(255 hours)</i> <i>[Ex. SW 552LEC]</i>	<i>Field Instruction 4</i> <i>15 hours per week</i> <i>(225 hours)</i> <i>[Ex. SW 553LEC]</i>	<i>480 hours</i>

Spring 2018

Spring field begins during the week of	Tuesday, January 2, 2018
Martin Luther King Day – UB Observed Holiday (no field)	Monday, January 15
Field Education Fair	Thursday, January 18
Learning Contracts due in Taskstream	Friday, January 26
Field Spring Recess Begins (no field for 1 week)	Mon. Mar. 19 to Sun. Mar. 25
Mid-Placement Evaluation due – Taskstream for Students Submit timesheets with anticipated hours thru end of semester	Friday, April 20
Mid-Placement Evaluation due – Taskstream for Educators	Friday, April 27
Spring field ends the week ending (Monday – Sunday)	Sunday, May 6

Summer 2018

Summer field resume during the week of	Monday, May 7
Memorial Day – UB Observed Holiday (no field)	Monday, May 28
Independence Day – UB Observed Holiday (no field)	Wednesday, July 4
Final Evaluation due – Taskstream for Students Submit timesheets with anticipated hours thru end of semester	Friday, August 3
Final Evaluation due – Taskstream for Educators	Friday, August 10
Please note, the Final Evaluation is due <u>before</u> the end of field. However, students are required to attend field after this to meet their hourly requirement. Failure to comply can result in a change of grade for Field Placement.	
Summer field ends the week ending (Monday – Sunday)	<i>Sunday, August 19</i>

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- The actual day of the week that field placement begins/ends is determined by the schedule arranged b/t the student and the agency.
- Students are generally expected to be at their field placement site for a regular/traditional 8-hour day. This is based on 7.5 field hours with a half-hour lunch break that is not counted toward field hours. See example below:
 - 7.5 hours learning at field placement (counted towards field hours)
 - 0.5 hours for lunch break (not counted towards field hours)
 - 8.0 hours day at field site
- The Field Calendar differs from the Academic Calendar. Student schedules for field should correspond with the Field Calendar.
- **Recess Periods:** Students do not need to make up time for missing (not being at) field during the periods on the field calendar which designate Fall, Winter or Spring recess specific to field. However, students in some agencies, i.e. school settings may need to take the designated Spring Break of the school system versus that of the University at Buffalo. In order to get the minimum required hours, students often need to exchange the time off from UB with that of the school if they do not coincide. ***It is important to discuss this with the Field Educator at the time of interview.***
- **UB Observed Holidays:** If a student's typical placement day falls on an UB Observed Holiday (the student is typically in field on that day of the week), he or she is not required to be in field on that day; however, the student is required to make up the hours on an alternate day in that semester.
- Students may need to work their field placement hours around their final exams. ***It is important to discuss this with the Field Educator at the time of interview.***
- Please note that the field placement resumes before classroom instruction begins in the Spring semester.
- Be aware of SSW policy related to agency training and potential classroom conflicts: ***"In the rare event that a student is mandated to attend a field placement training that conflicts with a scheduled course, the instructor will consider resulting absences as excused and follow university policy (See UB SSW Student Handbook.) In such instances, students will notify the field education office or their field liaisons about the conflict.***
- All field hours must be completed within the specific semester.