

**UNIVERSITY AT BUFFALO – SCHOOL OF SOCIAL WORK**  
**Field Education - Internship Calendar for MSW Students**

## Advanced Year Field Placement (SW 552-553)

Program Type	Fall Hours Per Week (Minimum Hours) [Ex. Course No. on schedule]	Spring Hours Per Week (Minimum Hours) [Ex. Course No. on schedule]	Total Hours in Field (Fall & Spring)
<b>Advanced Year Field Education Placement</b> Full Time Traditional & Advanced Standing	<b>Field Instruction 3</b> 2 days or 15 hours per week <b>(225 hours)**</b> <a href="#">[Ex. SW 552LEC]</a>	<b>Field Instruction 4</b> 2 days or 15 hours per week <b>(255 hours)**</b> <a href="#">[Ex. SW 553LEC]</a>	<b>480 hours</b>

## Foundation Year Field Placement (SW 550-551)

Program Type	Fall Hours Per Week (Minimum Hours) [Ex. Course No. on schedule]	Spring Hours Per Week (Minimum Hours) [Ex. Course No. on schedule]	Total Hours in Field (Fall & Spring)
<b>Foundation Year Field Education Placement</b> Full Time & Part Time Traditional  (Field begins in the 5 <sup>th</sup> week of the Fall semester following a 4-week Interventions Lab – see below.)	<b>Field Instruction 1</b> 15 hours per week <b>(165 hours)**</b> <a href="#">[Ex. SW 550LEC]</a> (Begins 5 <sup>th</sup> week of semester)	<b>Field Instruction 2</b> 15 hours per week <b>(255 hours)**</b> <a href="#">[Ex. SW 551LEC]</a>	<b>420 hours</b>
<b>Interventions Lab*</b> (Foundation Students Only)	Interventions Lab (First 4 weeks of Fall Semester only) <a href="#">[Ex. SW 520LLB LAB]</a>	NA	NA
<b>Interventions Class*</b> (Foundation Students Only)	Once per week <a href="#">[Ex. SW 520LLB LEC]</a>	Once per week <a href="#">[Ex. SW 521LLB LEC]</a>	NA

\*Please direct questions on these courses to the MSW Program Director

\*\* Hours per semester may vary due to fluctuations with each academic year. Total field hours will remain the same.

## Field Calendar & Guidelines

Fall 2016	Advanced Year FT Trad. & Adv. Standing	Foundation Year
Fall Advanced Year field begins during the week of	Monday, August 29, 2016	
Classroom Interventions/Field lab begins the week of		Monday, August 29, 2016
Labor Day – UB Observed Holiday (no field)	Monday, September 5	
Foundation field begins during the week of		Monday, September 26
<b>Learning Contracts due in Taskstream</b>	<b>Friday, September 23</b>	<b>Friday, October 21</b>
Fall Field Recess Begins (no field for 1 week)	Mon. Nov. 21 to Sun. Nov 27	Mon. Nov. 21 to Sun. Nov 27
<b>Mid-placement Evaluation due in Taskstream</b>	<b>Friday, December 9</b>	<b>Friday, December 9</b>
Fall field ends the week ending (Monday – Sunday)	Sunday, December 18	Sunday, December 18
Winter Field Recess (no field for 2 weeks) Includes: New Year’s Day – UB Observed Holiday (no field)	Mon. Dec. 19 to Sun. Jan 1, 2017	Mon. Dec. 19 to Sun. Jan 1, 2017
<b>Spring 2017</b>		
Spring field placements resume during the week of	Monday, January 2, 2017	Monday, January 2, 2017
Martin Luther King Day – Observed Holiday (no field)	Monday, January 16	Monday, January 16
Field Education Fair	Thursday, January 19	Thursday, January 19
UB Spring Recess Begins (no field for 1 week)	Mon. Mar. 20 to Sun. Mar. 26	Mon. Mar. 20 to Sun. Mar. 26
<b>Final Evaluation due in Taskstream</b>	<b>Friday, April 28</b>	<b>Friday, April 28</b>
<b>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.</b>		
Spring field ends the week ending (Monday – Sunday)	Sunday, May 7	Sunday, May 7

### Field Calendar Guidelines

- 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.

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## ***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)
<b>Advanced Year</b> <b>Field Education Placement</b> <i>Part Time Traditional &amp; Advanced Standing</i>	<b>Field Instruction 3</b> <i>15 hours per week</i> <b>(255 hours)</b> <i>[Ex. SW 552LEC]</i>	<b>Field Instruction 4</b> <i>15 hours per week</i> <b>(225 hours)</b> <i>[Ex. SW 553LEC]</i>	<b>480 hours</b>

## **Field Calendar**

<b>Spring 2017</b>	<b>Advanced Year</b>
Spring field begins during the week of	Monday, January 2, 2017
Martin Luther King Day – UB Observed Holiday (no field)	Monday, January 16
Field Education Fair	Thursday, January 19
<b>Learning Contracts due in Taskstream</b>	<b>Friday, January 27</b>
Field Spring Recess Begins (no field for 1 week)	Mon. Mar. 20 to Sun. Mar. 26
<b>Mid-Placement Evaluation due in Taskstream</b>	<b>Friday, April 28</b>
Spring field ends the week ending (Monday – Sunday)	Sunday, May 7
<b>Summer 2017</b>	
Summer field resume during the week of	Monday, May 8
Memorial Day – UB Observed Holiday (no field)	Monday, May 29
Independence Day – UB Observed Holiday (no field)	Tuesday, July 4
<b>Final Evaluation due in Taskstream</b>	<b>Friday, August 11</b>
<b>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.</b>	
Summer field ends the week ending (Monday – Sunday)	<i>Sunday, August 20</i>

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- 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.