

Springfield College School of Social Work

2018 – 2019 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 fall and spring semesters.

Minimum field placement requirements are:

For the first placement year:

- 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 year 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 2018 without special permission from the Assistant Dean for Field Education. Beginning placement hours earlier than this date requires permission of the Assistant Dean for 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 2018

Tuesday, September 4, 2018

Weekday classes:

- **Sept. 4 & 5; Sept. 11 & 12; Sept. 18 & 19; Sept. 25 & 26; Oct. 2 & 3; Oct. 9 & 10; Oct. 16 & 17; Oct. 23 & 24; Nov. 6 & 7; Nov. 20; Nov. 27 & 28; Dec. 4, 2018.**
- *All placements should also begin the first full week of September unless student began mid-August or was authorized to begin hours earlier in the summer.*

Saturday, September 8, 2018

Weekend classes:

- **September 8 & 9; September 22 & 23; October 6 & 7; October 20 & 21; November 3 & 4; November 17 & 18; December 1 & 2, 2018.**

Monday, October 8, 2018

Columbus Day, no classes; College Offices closed (*internship hours can take place*).

Wednesday, November 21, 2018

Thanksgiving Break begins (*internship hours can take place*).

Monday, November 26, 2018

College Offices re-open.

Tuesday, November 27, 2018

School of Social Work classes resume.

Wednesday, December 12, 2018

Weekday classes end

- **Field Supervisor's Evaluation of student is submitted via workbook.**
- **Student Workbook is submitted directly to the Faculty Advisor.**
 - Time sheet for December does not need to be completed; student should maintain a record of hours for inclusion 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.**

Friday, December 14, 2018

Faculty Advisors provide workbook directly to students or to Office Field of Field Education for re-distribution for the Spring Semester.

Thursday, December 20, 2018

Internship hours should be completed for first semester. (If extension/incomplete is needed, student should consult with supervisor and contact Faculty Advisor).

Springfield College School of Social Work

2018 – 2019 Field Education Calendar

Monday, January 1, 2019

Final Date: All Fall grades due to Registrar's Office by Faculty Advisors. Internship Grades are submitted by Faculty Advisors online. Workbooks are returned to students for second semester during Winter Break by faculty Advisor or Office of Field Education.

Winter Break

Thursday, December 20, 2018 – Tuesday, January 15, 2019 (*Internship hours can take place (a minimum of a one-week break from internship for the student during this time is recommended)*)
College Offices are closed **Tuesday, December 25, 2018** and re-open on **Wednesday, January 2, 2019**
Monday, January 14, 2019 – Martin Luther King, Jr. Day – no classes, College Offices closed

Spring Semester 2019

Wednesday, January 23, 2019

Weekday classes:

- Jan. 23; Jan. 29 & 30; Feb. 5 & 6; Feb. 12 & 13; Feb. 19 & 20; Feb. 26 & 27 Mar. 5 & 6; Mar. 12 & 13; Mar. 19 & 20; Mar. 30 & March 31; April 23 & 24, 2019.
- (*Placements also typically resume the week of January 23rd if they have not resumed earlier in January.*)

Saturday, January 26, 2019

Weekend classes:

- January 26 & 27 February 9 & 10; February 23 & 24; March 6 & 7; March 23 & 24; April 6 & 7; April 27 & 28, 2019.

Spring Break

Monday, March 18, 2019 – Friday, March 22, 2019 (*internship hours can take place*)
College Offices open; no weekday classes

Friday, April 26, 2019

Field Supervisors' Appreciation Event

Tuesday, May 7, 2019

Weekday Classes End

- Field Supervisor's Final Evaluation of student is 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 inclusion into workbook later by the Office of Field Education. 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 10, 2019

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, consult with supervisor and contact Faculty Advisor as soon as it is known that hours must be extended.

Wednesday, May 15, 2019

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 Office of Field Education by Faculty Advisors for compilation of final evaluations.

Saturday, May 18, 2019

Graduate Commencement

Monday, May 20, 2019

Final Date: All Spring grades for non-graduating students due to Registrar's Office by Faculty Advisors.