ADVANCED CONCENTRATION YEAR
FIELD PLACEMENT PROCESS CHECKLIST
2016

JANUARY – FEBRUARY

☐ Update your resume to include a description of your first year placement

☐ Review informational documentation posted on the website: Advanced Concentration Field Placement Process, Fields of Practice and Focused Learning Opportunities, and MSW Manual

☐ Attend a Focused Learning Opportunity informational meeting if you are interested in participating in a program (February 2nd – 16th)

☐ Attend informational meetings about the Fields of Practice in which you might be interested (February 2nd – 16th)

☐ Schedule an individual meeting with your Faculty Advisor and bring to the meeting
   (1) A copy of your academic program (from Albert) to ensure that you are registered for all the right classes and that your grade point average is adequate to proceed to the Advanced Concentration Level
   (2) Your updated resume
   (3) If interested in a Focused Learning Opportunity, request that your Faculty Advisor include a recommendation in the Faculty Advisor Field Placement Assessment Form
   (4) A thoughtful review of what skills you need to further develop in your advanced concentration year

BY MARCH 1ST

☐ Submit your online Advanced Concentration Field Placement Questionnaire, and upload your resume (to be submitted to the agency by the Field Learning Office). If you are interested in participating in a Focused Learning Opportunity, complete that section of the Questionnaire.

JUNE – AUGUST

During the summer months you will be contacted by someone from the Field Learning Faculty about your field placement. In most situations, you will visit your new agency for a confirmation interview. Please note that when you go for the placement meeting you should bring your resume and wear professional attire.