Process for Exemption from First Year of Field, SW 400 & 401

Before beginning the process, please carefully review the Policy for MSW Program Exemption from the Generalist Year of Field SW 400 & 401: Field and Integrative Seminar I & II. The policy contains the requirements that must be met to be considered for exemption from the first year of field. Please note that one requirement is a minimum equivalent of two full-years of post BSW social work experience in the last five years. In addition, you will be required to pay a nonrefundable $250.00 processing fee.

THE PROCESS:

1. Compete the Generalist Year Exemption Eligibility Process Request Form (FTP-E1) and the Field Unit Preference Form and return these by the due date indicated in the policy. You will receive a letter from the Field Director indicating whether or not your request to continue in the process has been approved.

If approved, you would complete the following steps, including the portfolio rubric:

2. Complete the Reference for Generalist Practice First Year Field Exemption Form (FTP-E3), on which you will provide the name and contact information for two references, one of which must be from a supervisor. You will also need to indicate if you retain or waive right of access to the references’ evaluations. This form is due July 30, 2017.

The Field Program Assistant will send reference evaluation requests directly to the two references you listed on the form. One or both references must attest to your having social work experience for the equivalent of two fulltime years in the last five years. The references must attest to your achievement of the 10 competencies, as measured by the 42 corresponding practice behaviors. If you have not waived your right to access, you can contact the Field Director for the Full-Time MSW Program to access your reference information.

By no later than July 30, 2017, the following are due:

3. Complete the Self-Evaluation for the Generalist Practice (First Year) Field Exemption Form (FTP-E5), in which you provide artifacts/evidence to demonstrate achievement of the 10 competencies and 42 corresponding practice behaviors.

Provide evidence of related social work training since completion of BSW for EACH individual training:

   a. List the training attended in chronological order and include the title of the training, the presenter’s name, and the number of hours.
   b. Identify the relevant competency and corresponding practice behaviors (from the self-evaluation form) covered in each of the trainings and briefly describe how each was covered.
c. Provide evidence of each training, which should include documents such as CEUs/CEHs, conference materials, and certificates of completion.

4. The fee for reviewing your portfolio is $250.00. When submitting your portfolio, please include a check payable to the UW-Madison School of Social Work.

Please send required documents to:

Field Program Assistant
Field Education Office
University of Wisconsin-Madison School of Social Work
Work 1350 University Avenue, Room 318
Madison, WI 53706
Phone: (608) 263-4813

By the middle of August, you will receive either an Acceptance or Denial letter. If you have questions or need more information, please contact the Field Program Assistant.