

## **2017-2018 Important Dates & Events for Social Work Full-Time Students**

- March 31** **Attend Field Forum 12:00 PM to 3:00 PM** – Gordon Commons Dining and Event Center, 770 West Dayton Street  
Students will learn about field units, speak with Field Faculty and other students, ask questions and obtain information about field placements. Review Full-Time Program Field Education Handbook in advance of this event at: <https://socwork.wisc.edu/files/field/FieldHandbook.pdf> and come prepared with questions! Using Section II of the Handbook as a reference will provide a great deal of helpful information about the field units.
- April 3 - 7** **Review Full-Time Program Field Unit Preference Form**  
Students are also welcome to contact Field Faculty to obtain additional information about field units in order that they may identify their top three field unit preferences on this form. See Section II of Field Education Handbook for their contact information.
- April 7** **The following are due on this date to the Field Office (see forms for instructions on how to complete):**
- Full-Time Program Student Field Unit Preference Form and Resume**  
Form is available at: <https://sswportal.socwork.wisc.edu/>
- Duty to Disclose and Consent to Release of Information Form**  
Form is available at: <https://sswportal.socwork.wisc.edu/>
- Student Field Placement in Employment Settings Form**  
If requesting a field placement in your employment setting, see section III of the Field Handbook for the policy and the process. The forms are available by contacting the Field Program Assistant. Additional information on this will be presented at the Field Forum.
- Wisconsin Caregiver Background Checks**  
All newly admitted students to the School of Social Work need to complete a background check with Castlebranch, Inc. by the date indicated. To begin the process, go to <https://www.castlebranch.com/> and select “place order” and enter package code “UQ87bg” to set up your account. If you have any additional questions, contact CastleBranch at 1-888-723-4263 or <https://www.castlebranch.com/contact-us>.
- June 2** **First Year MSW Field Exemption**  
If you received a BSW degree MORE THAN 5 YEARS AGO and are requesting an Exemption from the first year of field, SW 400/401, see section III of the Field Handbook for the policy and the process. The required forms and instructions are available at: <https://www.socwork.wisc.edu/fieldfiles>. Additional information on this will be presented at the Field Forum. Note: Those with BSW degrees WITHIN THE PAST 5 YEARS follow the process outlined in your letter of acceptance from the School of Social Work.
- Ongoing** **Field Unit Assignments**  
Field students will receive notification via email of their field unit assignment by the end of May at the latest. Students pending the IVE process and those admitted to the School later will receive their unit assignment once those processes and the field forms are completed. If you have questions, please contact the Field Education Office at (608) 263-4813.
- Early July** **Registration for the Field Course begins**  
Students will receive field course registration information by the beginning of July at the latest. Registration for all field units will be closed until this time. Social Work students will receive an email notification from the Registrar’s office (608) 262-0920 containing instructions for you to visit the Student Center to find your registration time.
- August 29** **MSW Program & Field Program Orientation 8:00 AM to 4:30 PM** – MSW students (All Day) & BSW students (Afternoon Only) - DeLuca Forum, Wisconsin Institute for Discovery, 330 N. Orchard Street  
Attendance is REQUIRED for all undergraduate and newly-admitted MSW students, as well as any students who have not previously attended the workshop. (This was formerly called Nuts and Bolts of Field)

**IMPORTANT:** If you decide not to enroll for the upcoming academic year, please notify the Field Office as soon as possible. The Field Program Assistant can be reached at (608) 263-4813, ([fieldoffice@socwork.wisc.edu](mailto:fieldoffice@socwork.wisc.edu)), or Room 318 Social Work building.