

2018-2019 Important Dates & Events for Social Work Full-Time Students

The following are **due no later than Friday, April 6, 2018** to the Field Education Office:

- **Full-Time Program Student Field Unit Preference Form and Resume**
Form is available at: [SWIMS](#)
- **Student Consent to Release Background Check Information and Student Consent to Release Information to Field Placement Site forms**
Forms are available at: [SWIMS](#)
- **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.
- **Wisconsin Caregiver Background Checks**
All newly admitted students to the School of Social Work are required to complete a background check with Castlebranch, Inc. To begin the process please refer to the email and information provided to you by the Field Education Office.

First Year MSW Field Exemption (Due Date June 1, 2018)

If you received a BSW degree MORE THAN 5 YEARS FROM THE ACADEMIC YEAR OF GRADUATION TO THE ACADEMIC YEAR OF ENROLLMENT and are requesting an exemption from the first year of field, SW400/401, see section III of the Field Handbook for the policy and the process. The handbook is available at: <https://www.socwork.wisc.edu/fieldfiles>. Note: Those with BSW degrees earned in under 5 YEARS FROM THE ACADEMIC YEAR OF GRADUATION TO THE ACADEMIC YEAR OF ENROLLMENT follow the process outlined in your letter of acceptance from the School of Social Work.

Field Unit Assignments (Ongoing)

Students will receive their field unit assignment via email by the end of April at the latest. Students pending notification of application status for the Child Welfare Training Program will receive their field unit assignment once those processes are completed. If you have questions, please contact the Field Education Office at (608) 263-4813.

Registration for the Field Course Begins (July 9, 2018)

Students will receive field course registration information no later than the beginning of July. Registration for all field units will be closed until this time. Social Work students will receive email notification from the Registrar's Office approximately 10 days prior to July 9 instructing them to visit their Student Center to find their registration time.

MSW Program & Field Program Orientation Tuesday, August 28, 2018; 8:00am-4:30pm **MSW students (All Day) & BSW students (Afternoon Only)**

DeLuca Forum, Wisconsin Institute for Discovery, 330 N. Orchard St., Madison, WI
Attendance is **REQUIRED** for all undergraduate and newly-admitted MSW students, as well as students who have not previously attended this workshop.

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