Important Dates & Events for Social Work Full-Time Students

April 10th
Attend Field Forum - 12:00 to 3:30 PM – DeLuca Forum, Wisconsin Institute for Discovery, 330 N. Orchard 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 10th – 16th
**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 17th
**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://socwork.wisc.edu/fieldfiles Field unit assignment can be made without this form.

- **Duty to Disclose and Consent to release of Information Form**
  Form is available at: https://socwork.wisc.edu/fieldfiles Field unit assignment can be made without this form.

- **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 at: https://socwork.wisc.edu/fieldfiles. 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 Verified Credentials, Inc. by the date indicated. To begin the process, go to http://scholar.verifiedcredentials.com/?organization=wisc, and enter code HJHBM-44269. If you have any additional questions, please contact Verified Credentials Client Services at 1-800-938-6090, or ClientServices@verifiedcredentials.com. If it has been four years or more since you last supplied the Field Office with a background check, you will need to complete another one.

June 8th
**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 as 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 April. Students pending the IVE process and those admitted to the School later will receive their unit assignment once those processes and the field form are completed. If you have questions, please contact the Field Education Office at 608 263 4813.

July 6th
**Registration for the Field Course begins**
Students will receive field course registration information by the end of June 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 25th
**MSW Program Orientation 8:00 AM to 4:00 PM** DeLuca Forum, Wisconsin Institute for Discovery, 330 N. Orchard Street
Attendance is REQUIRED for all undergraduate and newly-admitted students, as well as any students who have not previously attended the workshop. (Formerly 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; Room 317 Social Work building.