



2017-2018 IMPORTANT DUE DATES & EVENTS FOR PART-TIME MSW FIELD EDUCATION STUDENTS

- November 11, 2017** **Eau Claire Field Information Meeting.** If you are interested in learning more about the field placement process and Field Placement in Employment Settings policy, you are strongly encouraged to attend this meeting. This informational meeting will be held at the Eau Claire site at 1:15 pm in a room to be announced.
- November 18, 2017** **Madison Field Information Meeting.** If you are interested in learning more about the field placement process and the Field Placement in Employment Settings policy, you are strongly encouraged to attend this meeting. This informational meeting will be held at the Madison site at 1:15 pm in a room location to be announced.
- December 11, 2017** **Field Unit Preference Form Due.** Students will be emailed a link to this form in November, and will complete the form (with resume attached) online. *Late submission of the Field Preference Form and/or the Wisconsin Caregiver Background Check will result in a delay in the field placement process.*
- December 11, 2017** **Wisconsin Caregiver Background Checks Due.** All students completing a field placement are *required* to complete this background check with Castle Branch by the date indicated. (Most students will have already completed this required step at admission.) For additional information, go to the website: www.castlebranch.com (package code: UQ87bg)
- February 9, 2018** **Mandatory Student Field Orientation, Madison**
Madison Campus, 9-2:30pm
- February 16, 2018** **Mandatory Student Field Orientation, Eau Claire**
Eau Claire Campus, 9-2:30pm
- The Field Orientation requirement must be completed before students can begin the field placement process. Students may choose to attend the orientation at either the Madison or Eau Claire campus.*

Important: If you have questions regarding any of these dates or events, please contact the Field Education Office at (608) 265-4570.