

UMBC Field Information Sessions 2021 - 2022

Baccalaureate Social Work Program
Office of Field Education



Applying for Field

Congratulations!

You are on your way to a field placement! This power point presentation contains all of the information that you will need to complete your online field application.

After November 1st, please go to the Intern Placement Tracking website at www.runipt.com to access the Field Application and to update your Student Detail page.

Field Placement Process

October

- Faculty from the Office of Field Education meet with students planning to enter field the following academic year.
- The field placement process is explained and instructions are distributed.

November

- Students complete field applications.
- Applications are submitted between November 1st and January 1st.

January

- Field applications are due January 1st via Intern Placement Tracking (IPT).
- Applications are reviewed by faculty to determine field placement eligibility.
- If a student is not honest on their application, they may be denied a field placement.

Field Placement Process (cont.)

January/February

- Students meet individually with faculty from the Office of Field Education to review applications (including resume and field placement letter), discuss interests and learning needs, and identify potential placement sites.
- An attempt is made to recognize individual student needs and interests and to match them with educationally sound field instruction settings. Students will not be placed in an agency where they or their family have received services.

Applying for Field (cont.)

February-August

- Students are referred to potential field sites (with field instructor contact information) by the Field Education faculty.
- Students receive a referral letter via email; the letter asks students to arrange an interview with the prospective field instructor.
- Prospective field instructors are simultaneously sent letters via email informing them of the student(s) being referred and they are also given a copy of the potential student's resume and field placement letter.
- Students are asked to contact the Office of Field Education to acknowledge that the interview took place and share thoughts about the meeting.

Applying for Field (cont.)

- Students must meet all of the following prerequisites before they will be assigned a field placement:
 - Complete SOWK 250, SOWK 260, SOWK 388, and SOWK 397 with a grade of "C" or better in each course.
 - Have a cumulative Grade Point Average at least 2.5 by the end of the Spring, 2021 semester.
 - **Transfer grades will be combined with UMBC grades in order to calculate your cumulative GPA.**
 - Plan to graduate within three semesters of beginning field education: in May, August, or December of 2022.
- Students who are on academic probation, suspension, or dismissal are ineligible for field.
- **ALL COMPLETED FIELD APPLICATIONS MUST BE SUBMITTED NO LATER THAN JANUARY 1, 2021.**

Applying for Field (cont.)

- Students will need to obtain permission from the Office of Field Education prior to registering for Field Instruction (SOWK 480) and Methods II (SOWK 481).
- Students do not locate their own field placements; however, we welcome your input and suggestions. **Note: The department does not arrange evening and weekend placements.**
- Students who have documented accommodations with the Office of Student Disability Services are strongly recommended to meet with a representative prior to the start of the field placement to discuss possible accommodations. If accommodations are recommended for SOWK 480/482, it is the student's responsibility to share them with the field instructor.
- Field instructors must have a Master's Degree in Social Work (MSW) plus two years post-master's practice experience and must have been in the agency at least six months.

Calendar

- 16 hours per week for a total of 240 hours each semester (typically Tuesdays and Thursdays or Mondays and Wednesdays).
- Hours begin with the Student Field Orientation in August and continue until the end of April.
- Hours are not earned if the agency is closed (snow days, holidays, etc.).
- All students are required to remain in field 16 hours per week during the Winter Session:
 - We also strongly discourage you from taking Winter Session courses.
- Spring Break (one week off during the spring semester).
- Even if hours are complete, students must work at the agency until the last day in field, during both the fall and spring semesters.

Logging into IPT

Go to www.runipt.com

Click on “[Forgot your username or password?](#)” to log in

Ipt
Intern Placement Tracking
Alcea Software

Baccalaureate Social Work Program

Please Login to Ipt:

Note: The following information is UPPER / lower case sensitive.

Organization ID

User Name

Password

[Forgot your username or password?](#)

Login

Logging in to IPT: Enter UMBC email address

Please enter the following information to have a password reset link emailed to you.

Organization ID	<input type="text" value="umbc"/>
User Type	<input type="text" value="Student"/>
Email Address	<input type="text"/>
<input type="button" value="Submit"/>	

Logging in to IPT– create user name and password

Ipt

*Intern Placement Tracking
Alcea Software*

Baccalaureate Social Work Program

Logged in: **Susie Social Worker
Student**

Change account login information:

New Login Name

New Password

Confirm New Password

[Skip changing password, Go To Standard Login Page](#)

IPT Homepage

Ipt

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Alcea Software*

Baccalaureate Social Work Program

Logged in: **Susie Social Worker**
Student

[Home](#)

[Student Detail](#)

[Agency List](#)

Welcome to Intern Placement Tracking

[My Forms \(1\)](#)

[Change Password](#)

Completing Student Detail page



UMBC Baccalaureate Social Work Program

Logged in: **Student Test**
Student


[Home](#) [Student Detail](#) [Agency List](#)

[Home](#) > [Student Detail](#)

[CSWE Statistics](#) | [Forms](#) | [Upload Picture](#)

Student Detail: Student Test

Group: **test group 2014**

Last Name	<input type="text" value="Test"/>
First Name	<input type="text" value="Student"/>
Street Address	<input type="text"/>
City, State Zip	<input type="text"/>
UMBC Email 	<input type="text" value="adrienne.ekas@unlv.edu"/>
Emergency Contact	<input type="text"/>
Emergency Phone	<input type="text"/>
Home Street Address	<input type="text"/>
Home City, State Zip	<input type="text"/>
Student ID	<input type="text"/>

Phone	<input type="text" value="410-555-1212"/>
Secondary Email	<input type="text" value="adrienne.ekas@unlv.e"/>
Birthdate (yyyy-mm-dd)	<input type="text" value="0000-00-00"/>
Field Liaison	<input type="text" value="Katie Leiser, MSW"/>



Main Campus or Shady Grove?

Upload picture

Ipt

*Intern Placement Tracking
Alcea Software*

Baccalaureate Social Work Program

Logged in: **Susie Social Worker
Student**

[Home](#)

[Student Detail](#)

[Agency List](#)

[Home](#) > [Form List](#) > [Student Detail](#) > Upload Picture

Select Picture to Upload for: student - Social Worker,Susie

Note: Picture file must be in .jpg format.

Completing Application – Go to My Forms

Ipt

*Intern Placement Tracking
Alcea Software*

Baccalaureate Social Work Program

Logged in: **Susie Social Worker
Student**

[Home](#)

[Student Detail](#)

[Agency List](#)

Welcome to Intern Placement Tracking

[My Forms \(1\)](#)

[Change Password](#)

Completing the Application Change slide

To complete Field Education Application, click on “View”

Ipt

*Intern Placement Tracking
Alcea Software*

Baccalaureate Social Work Program

Logged in: **Susie Social Worker
Student**

[Home](#)

[Student Detail](#)

[Agency List](#)

[Home](#) > [Form List](#)

Online Forms List For: Susie Social Worker

☐ Hide Completed Forms

	[Template]	Batch Name	Form ID	Status	Signed	Waiting For	Schedule Date	Due Date
View	Field Education Application	2014 Field Applications	Social Worker,Susie	new **		Student	2013-10-01	

Completing the Application

UMBC

AN HONORS UNIVERSITY IN MARYLAND


University of Maryland, Baltimore County
Baccalaureate Social Work Program
Office of Field Education

Field Education Application

Name:	<input type="text"/>
Current Address:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Permanent Address:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Home Phone:	<input type="text"/>
Cell Phone:	<input type="text"/>
UMBC Email Address:	<input type="text"/>

Other Notes	
Indicate your second language, if any:	<input type="text"/>
Indicate your level of fluency:	<input type="text"/>
Military Status:	<input type="text"/>
Are you a U.S. citizen?	<input type="text"/>
If you are not a U.S. citizen, are you a legal resident?	<input type="text"/>

Completing the Application (cont.)

Are you able to perform all duties and functions in the field placement? Please explain.. 

Emergency Contact

Name:	<input type="text"/>
Relationship:	<input type="text"/>
Phone:	<input type="text"/>

SAVE WORK





Accommodations and Access: If you want to request ADA accommodations, you should contact the Office of Student Disability Services at 410-455-2459. The guidelines for students with challenges can be found in the Student Guide.

A Social Work Field Placement is an undertaking that requires a considerable amount of time and energy: two full days per week that are often quite busy. Even though we recognize that you have many outside responsibilities, please remember that you will be expected to be fully engaged in your field experience and that people will be depending on you.

In order to make your experience successful and rewarding, we want to help you to plan for next year by using this form as a tool. Please use it to map out all of the classes and commitments you have left on your path to graduation and to begin thinking about ways you can make time for this very significant new commitment.

List your remaining UMBC requirements and minor and major course requirements in the semester columns where you plan to take them. **Remember-you must graduate by Fall 2020 in order to enter field in Fall 2019.**

Class Schedule

Spring 2019	Fall 2019	Spring 2020	Fall 2020
	SOWK 480 SOWK 481	SOWK 482 SOWK 483	
			

Completing the Application (cont.)





Please put N/A for current or future classes, without an assigned grade

What term did you take and what grade did you earn?		
	Term	Grade
SOWK 250 :	<input type="text"/>	<input type="text"/>
SOWK 260 :	<input type="text"/>	<input type="text"/>
SOWK 388 :	<input type="text"/>	<input type="text"/>
SOWK 397 :	<input type="text"/>	<input type="text"/>

Minor and/or second major?	<input type="text"/>
Expected Graduation Term :	<input type="text"/>
How many total credits will you have completed by end of Fall 2018 :	<input type="text"/>




SAVE WORK

Field Placement Profile - Preferences

Please indicate any geographic preferences or limitations for field placement.	
Please indicate any particular client populations, age groups, or types of social service agencies that you would like considered in planning your field placement experience. Also, indicate if you are open to any field experience.	
If there is a particular client population with which you would prefer NOT to be placed with, please indicate.	
Do you have any other information that you wish to communicate regarding your request for a field placement? Please describe.	

SAVE WORK

Field Placement Profile - Responsibilities and Commitments

Family/Caretaking Responsibilities :	
Employment Responsibilities (# of hours per week you will work, and days and times of employment) :	
Other commitments and responsibilities that may affect your ability to participate in a field placement :	

SAVE WORK

Completing the Application (cont.)

Special Circumstances

Prior Criminal Convictions

Other than a minor traffic violation, have you ever been convicted of a crime for which the charges have not been expunged or pardoned?

Do you have charges pending?

If you answered yes to either question above, please submit the following additional documentation to the Assistant Dean for Field Education by the field application deadline:

- a certified copy of the disposition of the charge(s) entered by the court
- a copy of the charging document(s) and/or the official police report, and
- a personal statement describing the charges in your own words with a description of your response to the charge, your actions taken since the conviction, and a description of how you think this incident will impact your ability to work in the social work field.

If admitted to the program, conditions may be placed upon the applicant such as restrictions on choice of area of study and field instruction related to the nature of the criminal conviction. Certain agencies require a criminal background check as well. Potential applicants are also advised that the Professional Standards Committee of the Maryland Board of Social Work Examiners may refuse to issue a license or certificate of registration to any person who has been convicted in this or any other state of any crime that is a felony in this state. Students may be automatically terminated from the program if they have not been truthful or have provided inaccurate information in the application concerning criminal convictions.

Questions Pertaining to Field Placement Decisions

Are you interested in applying for the Title IV-E, Education in Public Child Welfare Program?* (A program for students who are interested in working in Public Child Welfare.)

Are you interested in applying for the HEALS program? * (A skills and leadership training program for students who are interested in delivering healthcare services to children, adolescents, and adults and their families. For more information, see HEALS program, under Scholarships on our website.)

Do you have access to a car?

Upload Your Resume and Field Placement Letter

Resume

[View](#) 

Field Placement Letter

[View](#) 

DO NOT put your Social Security Number in either of your resume or field placement letter.

Upload your picture to your IPT Student Detail page.

[SAVE WORK](#)

Completing the Application (cont.)

UMBC Field Placement Application - Disclaimer

Note: Please review all sections of the application prior to accepting the disclaimer and submitting the application. Once submitted, you will not be able to go back and edit your application.

FERPA Disclaimer

Please note that any information you provide to the UMBC Office of Field Education in this application, including previous work and educational experiences, will be forwarded to an agency for consideration for an interview and field placement.

Also, please be aware that you may be required to have a criminal background check and/or medical clearance prior to beginning your field placement. The cost for these clearances may be your responsibility.

By submitting this application, I am granting permission to have my Field Application forwarded to an agency for consideration for an interview and field placement. Without this authorization we will not be able to consider your application.

I have reviewed all of the information provided and to the best of my knowledge the statements are true and the information is accurate.

Student Signature: [Click to sign Completed Document](#)

Note: You must click on the SAVE button to save any information entered or changed on this page before closing or printing the page, or your information will be lost.

CLOSE

SAVE

[Printable Version](#)

Resume Guidelines and Tips

The primary purpose of the pre-field placement resume is for you to introduce yourself to potential future field instructors. **It is important that your resume be well-written and free of grammatical, punctuation, and spelling errors.** When writing a resume, action verbs are needed to describe work/volunteer experience. There are multiple websites that will provide a variety of action verbs according to different categories. You are strongly encouraged to take advantage of these valuable websites.

- Resume should be no longer than one page
- Margins should be no more than one inch
- Do not use fancy fonts; fonts should be 10.5 – 12
- Use consistent formatting for headings and dates
- Do not use sentence or paragraph formatting
- Limit use of abbreviations
- Do not lie, exaggerate or use clichés (i.e., “out of the box thinker”)
- Put your actual GPA; do not round up
- Leave out information about marital status, gender, height, weight, or health
- Do not list references
- PROOF READ YOUR RESUME

NAME
Address, City State Zip Code
Phone
UMBC Email Address

EDUCATION:

University of Maryland, Baltimore County

Baltimore, MD

Major: Social Work Minor:

Expected Graduation Date:

GPA (only include GPA if it is above 3.0 for all schools attended - all or nothing)

List prior college(s) attended

Location

List area of concentration and dates of attendance if a degree was not earned

If a degree was earned, list the degree and graduation date

*List education in chronological order, most recent first.

Relevant Coursework: include relevant courses in your major and/or career field.

***Only use if space permits**

SKILLS:

Only list bilingual skills, or applicable certifications, such as First Aide or CPR

WORK EXPERIENCE:

Your title

Month-Yr-Month-Yr

Name of Employer

City, State

List positions in chronological order, most recent first

Give a brief description of your responsibilities (use phrases or bullet points)

Use action verbs to begin phrases describing duties

VOLUNTEER EXPERIENCE:

Your title

Month/Yr-Month/Yr

Name of Company

City, State

List positions in chronological order, most recent first

Give a brief description of your responsibilities (use phrases)

Use action verbs to begin phrases describing duties

HONORS & AWARDS: *Only use if space permits

EXTRACURRICULAR ACTIVITIES:

*Only list if related to the field of Social Work, such as membership in NASW,

Phi Alpha or the Social Work Student Association

Please keep your resume to one page

Field Placement Letter and Tips

The field placement letter introduces you to a potential field instructor and is their first impression of you. This letter allows you to go in-depth about important experiences/skills and relate them to expertise needed in the field of social work. It is important that the letter is well written, as it provides a sample of your writing skills and shows the field instructor that you are invested in demonstrating your interest and commitment to the field of social work.

The field placement letter should:

- Be at least 1 full page, but not more than 2 pages single spaced
- Avoid redundancy and wordiness
- Use the same paper as your resume (in case you are asked to bring a paper copy to an interview)
- **Not have any TYPOS**
- Leave a space between addresses and dates in the heading
- Leave a space between your heading and greeting
- Leave a space between each paragraph
- Leave at least three spaces between your close (Sincerely) and your typed name
- Sign your name in ink between your close and typed name
- Be given to friends and/or colleagues for proofreading or suggestions
- Be PROOF READ after a few hours or days (improve sentences, grammar, typos)

Sample Field Placement Letter

Name

5 Flagg Drive

Baltimore, MD 21250

This field placement letter is specifically designed to be used for your field application and will be sent directly to prospective field instructors. Please consider other resources for future cover letters. Since you do not know where you will be placed, broadly address your interest in the field of social work and your skills.

Dear Prospective Field Instructor:

In the opening paragraph address your interest in social work. Tell your story about how you chose social work vs. other majors which help people. As you are expressing your interest in becoming a social worker try to keep it broad so that you do not limit your field placement opportunities.

The second and third paragraphs should include your skills, qualifications, and personal strengths. Briefly summarize any educational, work, or other experience that may have relevance to social work. Do not reiterate your resume. Please explain what you have learned from relevant past experiences and how the resulting skills and knowledge could benefit an agency. It is best to illustrate your skills through examples, skills, actions, awards, and classes rather than just stating you think you will be a good social worker. Show the reader rather than telling the reader.

The final paragraph includes a referral to your enclosed resume. Reiterate your interest in social work, and thank the reader for her/his time and consideration.

Sincerely,

Susanna Contreras

Susanna Contreras

Resume and Field Placement Letter

- Your letter and resume are the most important parts of your application and can affect whether an agency agrees to interview you or not.
- If you would like assistance or feedback regarding your resume, you can do one of the following:

At UMBC's Main Campus

Email Jeremiah Sawyer at the Career Services Center (jsawyer2@umbc.edu) and ask to make an appointment with him about reviewing your field placement resume.

At UMBC's Shady Grove Campus

Contact Katie Leiser via email at leiser@umbc.edu or Natalie Sanchez at natsanc@umbc.edu

You are strongly encouraged to utilize the above resources!

Title IV-E Program

- The Title IV-E Education for Public Child Welfare Program is a partnership between the University of Maryland School of Social Work and the Maryland Department of Human Resources to prepare Bachelor of Social Work (BSW) and Master of Social Work (MSW) students for public child welfare practice.
- Federal “Title IV-E” child welfare funds support this effort to provide professional social work education to students preparing to practice in public child welfare programs such as Child Protective Services, Family Preservation, Foster Care, and Adoption.
- Child Welfare Student Units with faculty field instructors have been established in local Department of Social Services for a specialized child welfare field placement.

Title IV-E Program (cont.)

To be selected for the Program, students must meet, at a minimum, the following conditions:

- express a specific interest in social work practice in public child welfare;
- have a 3.0 cumulative GPA;
- enroll in and successfully complete SOWK 387, Child Welfare Services;
- be a U.S. citizen or permanent resident of the United States;
- plan to apply to an MSW Program; and
- agree to seek and accept employment with the Maryland Department of Human Resources after graduation.
 - Twelve months of employment obligation is incurred for each academic year (fall/spring semester) of participation.

Title IV-E Program (cont.)

Title IV-E Information Session:

- Wednesday, October 28th from 12-1pm via Zoom

<https://umaryland.zoom.us/j/95704333114>

Meeting ID: 957 0433 3114

One tap mobile

+19292056099,,95704333114# US (New York)

+13017158592,,95704333114# US (Germantown)

- If you cannot attend, please contact Chris Wirt, Acting Director of the Title IV-E program at Cwirt@ssw.umaryland.edu.
- Students must indicate that you are interested in the Title IV-E program on the field application.
- You will receive an application specifically for IV-E and it will be due by January 15th, 2021.

Final Information

Please Note: Only complete applications will be processed. Please make sure that you are eligible for field and that your online application is complete by using the checklist below:

- _____ Field Placement Application
- _____ Updated Student Detail page (including a picture)
- _____ Current Resume
- _____ Field Placement Letter

Field applications are accepted on a rolling basis from
November 1st, 2020 – January 1st, 2021

IN ORDER TO BE CONSIDERED FOR A FIELD PLACEMENT DURING THE
2021-2022 ACADEMIC YEAR, YOUR COMPLETED FIELD APPLICATION
MUST BE SUBMITTED BY NO LATER THAN JANUARY 1st, 2021

Further Questions?

Shady Grove students:

Contact Katie Leiser at 410-375-5719/leiser@umbc.edu
or Natalie Sanchez at natsanc@umbc.edu/240-565-2839

Main Campus students:

Contact Adrienne Ekas-Mueting at aekasm@umbc.edu

Field Education website:

<https://socialwork.umbc.edu/field-education/>