

**ADVANCED CONCENTRATION YEAR
FIELD PLACEMENT PROCESS CHECKLIST
2009**

FEBRUARY

- Update** your CV to include a description of your first year placement
- Review** informational documentation posted on the website: Advanced Concentration Field Placement Process, Practice Systems, Specialized Field Learning Opportunities, MSW Manual
- Attend** a Specialized Field Learning Opportunity informational meeting *if you are interested in applying to a program (February 10th – 20th)*
- Complete** Forms: 1) Advanced Concentration Field Placement Questionnaire, 2) Advanced Concentration Student Summary Information
- Schedule** an individual meeting with your faculty advisor and bring to the meeting
 - (1) A copy of your academic program (from Albert) to ensure that you are registered for all the right classes and that your grade point average is adequate to proceed to the Advanced Concentration Level
 - (2) Your updated CV
 - (3) A completed Advanced Concentration Field Placement Questionnaire
 - (4) A completed Advanced Concentration Student Summary Information Form
 - (5) If interested in a Specialized Field Learning Opportunity
 - (a) Complete 3rd page of Advanced Concentration Field Placement Questionnaire “Application for Specialized Field Learning Opportunity”
 - (b) Request that your faculty advisor include a recommendation in the Faculty Advisor Field Placement Assessment Form
 - (6) A thoughtful review of what skills you need to further develop in your advanced concentration year
 - (7) Revise your material based on your discussion with your Faculty Advisor

MARCH 1 – 13TH

- Email** the Field Learning Office (field.learning@nyu.edu) the following FINAL documents:
 1. Your completed Advanced Concentration Field Placement Questionnaire (*If you are applying for a Specialized Field Learning Opportunity, complete page 3 of the form)
 2. Your completed Advanced Concentration Student Summary Information Form (to be submitted to the agency by the Field Learning Office)
 3. Your updated CV (to be submitted to the agency by the Field Learning Office)

APRIL

- Attend** an interview with the appropriate Program Faculty Coordinator if you are applying for a Specialized Field Learning Opportunity

JUNE – AUGUST

During the summer months you will be contacted by someone from the Field Learning Faculty about your field placement. In most situations, you will visit your new agency for a confirmation interview. Please note that when you go for the placement meeting you should bring your CV and wear professional attire.

SEPTEMBER 21st

Field placement begins