

## Field Readiness Checklist

**Evening and Weekend Hours** are VERY HARD TO COME BY.

If you need these hours, complete your field application and request a meeting with your field director as soon as possible. Otherwise, you risk not being able to get a field site with flexible hours.

**You MUST have one day (8am - 5pm)/week** that you can be in field, even if you need evening and weekend hours (you agree to this when completing the TK20 form).

Due to an agreement with other local universities and colleges, **Students are not allowed to secure their own placement** without going through their field director. Students can play a role in identifying a potential field site placement. Contact your Field Director immediately for more information about this process.

ACTIVITIES		DUE DATE
<input type="checkbox"/>	Complete TK20 application and upload resume/cover letter (see link for TK20 instructions):* <a href="https://wcupa.edu/education-socialWork/documents/Tk20_SW_FieldPlacementApplicationGuide.pdf">https://wcupa.edu/education-socialWork/documents/Tk20_SW_FieldPlacementApplicationGuide.pdf</a>	Specialized: 11/1 - 1/1.* Generalist: 12/1 - 1/1.*
<input type="checkbox"/>	Determine internship hours of availability M _____ Tu _____ W _____ Th _____ F _____ Sa _____ Su _____	Before meeting with Field Director.
<input type="checkbox"/>	OPTIONAL: Meet with Amanda Machonis, Assistant Director and Career Center Liaison for CESW for assistance with cover letter and resume. <a href="mailto:amachonis@wcupa.edu">amachonis@wcupa.edu</a>	Before meeting with Field Director.
<input type="checkbox"/>	Schedule meeting with Field Director.*	After TK20 application, resume, and cover letter are uploaded.
<input type="checkbox"/>	Meet with Field Director.* (If self-identifying a field site, bring completed vetting questions.)	After previous steps are complete.
<input type="checkbox"/>	Select agencies (prioritized) where you'd like to be referred and Inform Field Director.* _____ _____ _____	During or after meeting with Field Director.
<input type="checkbox"/>	Complete Employment Based and Extended Plan forms, if needed.	As soon as your site is confirmed and before July 31st*.
<input type="checkbox"/>	<b>ONCE FIELD DIRECTOR MAKES THE REFERRAL and EMAIL INTRODUCTION</b> - Reach out to Referred Agency to introduce yourself and inquire about interview dates and times.	As soon as Field Director makes email referral. <b>NOT BEFORE.</b>



ACTIVITIES		DUE DATE
<input type="checkbox"/>	Interview with referred field site.	Based on mutually agreed time between site and student.
<input type="checkbox"/>	Inform Field Director of Interview Results.	As soon as interview is over and/or when status known.
<input type="checkbox"/>	Inform Field Director contact information for Field Instructor and, if applicable, Task Supervisor (include email and phone number).	As soon as interview is over and/or when status known.
<input type="checkbox"/>	Get Clearances and Liability Insurance (see link below): <a href="https://wcupa.edu/education-socialWork/candidateservicesSWClearances.aspx">https://wcupa.edu/education-socialWork/candidateservicesSWClearances.aspx</a>	As soon as your site is confirmed.
<input type="checkbox"/>	Professional Liability Insurance	<b>YOU ARE RESPONSIBLE for securing, keeping, and paying for clearances and insurance. Do not send them to WCU</b> (unless you are going to the VA - separate directions will be sent to you). Your field site may request them. Keep these available in case of audit or request.
<input type="checkbox"/>	PA Child Abuse History Certification	
<input type="checkbox"/>	PA State Police Criminal Record Check	
<input type="checkbox"/>	Recognizing and Reporting Child Abuse - Online Training Certificate <a href="https://www.reportabusepa.pitt.edu">https://www.reportabusepa.pitt.edu</a>	
<input type="checkbox"/>	Additional Requirements by Field site (be sure to ask site about additional requirements):	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Give requested Clearances and Liability to field site, if needed.	As soon as you receive them.
<input type="checkbox"/>	Apply for HRSA Grant Stipend (ONLY ELIGIBLE SPECIALIZATION YR STUDENTS RECEIVE THE EMAIL!)	Middle of April.
<input type="checkbox"/>	Schedule appointment with Candidate Services (VA STUDENTS ONLY!)^	No later than 6/1.*^
<input type="checkbox"/>	Complete Attestation Form through MyWCU when directed.^	No later than 8/1.*^
<input type="checkbox"/>	Reach out to Field Instructor to determine regular weekly schedule.+	No later than 8/1.*
<input type="checkbox"/>	Attend Student Field Orientation (GENERALIST and ADVANCED STANDING STUDENTS ONLY!)	3rd week of August.

\* Do as soon as possible. See note about evening and weekend hours above.

^ You may not begin your field placement until these are complete.

+ Field sites may not be able to determine your schedule until the week before or week of the first day of field. Be patient, but persistent. ;)

**Questions? Contact your Field Director!**

<https://wcupa.edu/education-socialWork/gradSocialWork/fieldEducation/default.aspx>