**Steps and Timeline for Securing of Field Placement**

IMPORTANT: All documents for application assignments and site approval MUST be completed, signed and approved **10 days before the start of your first field seminar** or you will be dropped from the course and need to start your field placement at the next available date.

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| **Step** | **Tasks** | **Due Date** | **How to Access** |
| 1. **Register for Tevera**
 | * **Register for Tevera using the link sent via email from the Field Director.**
 | **Upon Receipt** | **Link sent to your IWU account from Field Director.**  |
| 1. **Search, apply, and interview at practicum sites.**
 | * **Locate possible sites**
1. Tevera database: sites used by previous IWU students
2. Search via Google
* **Contact agencies.**
* **Schedule interviews.**
 | **After completing Tevera registration**  | **“Site Placements” box on Tevera homepage after login.****See instructions on Phase 1, Step 3 on Field Education Application process.** |
| 1. **Complete all Application Assignments**
 | * **Review Field Practicum Manual**

*Review* [*Field Practicum Manual*](https://www.indwes.edu/adult-graduate/programs/master-social-work/msw_manual_for_field_instruction.pdf) *for all policies and procedures and other attachments to help you in the site selection process.* * **Review the Application process and Instructions.**

*Step by step instructions for completing each item in Tevera is attached to this assignment as a Word document. Please review and save this document to guide you through each step of the application and site approval process.** **Field Application**
* **References (if this is your first field practicum in the MSW program)**
* **Upload Resume**
* **Attestation of Confidentiality Statement**
* **Activate Time Sheet Tracker**
 | **June 1st** (If practicum starts in **Fall**)**October 1st**(If practicum starts in **Winter**)**February 1st**(If practicum starts in **Spring**) | **Tevera: “Assignments” box on Tevera homepage after login.** |
| 1. **Complete all Site Placement Documents**
 | * **Identify and request approval for a practicum site**
* (select “add a site,” “MSW” and either “apply for a site or apply for site current place of employment”)
* **If applying for placement at your job, send Application for Employer-Based Field Placement** to supervisor and administrator.
* **Complete proposed field instructor form.**
* **Send Field Instructor Application** to proposed MSW field instructor via email.
* **Sign and send Memorandum of Agreement** to Agency for Signature, or **If your proposed agency requires a contract** (typical of hospitals), contact David King at David.King2@indwes.edu
 | **Ten days before the start of the first field seminar.****(If deadline missed, you will be dropped from the course and begin Field Placement at the next available date.)** | **“Site Placements” on Tevera homepage after login.** |