**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](mailto: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.** |