**Phase 1 – Field Education Application Process**

**Step 1 – Log in to Tevera.** Click on the **“Complete Assignments”** tab on the homepage.

**Step 2 –** Open the **‘Review Application Process Instructions”** assignment.Here you will find the application process instructions and other tools for exploring options for a field site.

**Step 3 –** Complete all assignments in your *Field Application Assignments* list starting with the **Field Application**.

* Include three agencies on your application that you are pursuing as potential field sites. You do not have to had interviewed at any of the sites at this time, and you may pursue more than these three agencies. This does, however, demonstrate to us that you are off to a good start.
* You can find **three potential agencies** by using a Google search or by using the Tevera agency database. Instructions for searching the database:
	+ On the opening page of Tevera, click on the “Site Placements” box.
	+ On the next page that opens up, click on “Add a Site.”
	+ From the dropdown menu, select “MSW Program” and click “I’m Ready.”
	+ From the next dropdown menu that appears, select “search or apply for a site” and click “I’m Ready.”
	+ At the top of the page that appears, enter your zip code and mileage information to obtain a list of any local agencies previously used by IWU students in your area.
* As a tool for agency reviews, see the “Guidelines for Identifying a Field Site” attached to the “Review Application Process” assignment.
	+ After your interview and acceptance at an agency, you must return to Tevera under the same “site placements” tab. Use the “**add a site**” feature to select and be approved for an existing site already in the database or use the “**suggest a site**” feature to request a new site for your placement – see instructions in Phase 2 below.

**Step 4 –** If this is your first practicum with the MSW program at IWU, you will use Tevera to **send reference requests** to two professional references via email.

* **Important:** Contact your reference to inform them that you are emailing the Tevera reference form. If you are sending the request to a *worksite email*, please remind your reference to check their junk folder should it get pushed there by company security.
* Complete all red required fields in the Professional Reference Form document in the assignment list. Click on “submit” and then enter the email address of the person to whom you are sending the reference request.
* After your reference completes and signs the form, it will be sent to the Field Director for approval.

**Step 5 – Upload your current resumé.**

**Step 6 – Sign** the required Application Attestation Form assignmentin Tevera.

**Step 7 – Complete** the Add Field Work Time Sheet assignmentto allow tracking of your future practicum hours.

***When all instructions and assignments above are complete and approved by the IWU Field Department, you are ready to move on to Phase 2* – *Site Approval and Documentation).***

**Phase 2 – Site Approval and Documentation**

**Step 1 – Continue your agency search.**

* Your first step is to contact three or more agencies to set up an interview. You can identify potential agencies by following the instructions above in Step 3.

**Step 2 – Requesting Approval for a Placement Site**

* You can [watch this tutorial](https://support.tevera.com/hc/en-us/articles/360002062028-Applying-for-Site-Placement) to learn about how to request site approval.
* After you have interviewed and been accepted by a placement site for an internship, request approval for your proposed site by completing the following:
	+ After logging in to Tevera, click the **“Site Placements”** box after logging in.
	+ Click on the “My Sites” tab to get started.
	+ From the *dropdown menu* that appears, select “MSW Program” and click “I’m Ready.”
* IMPORTANT CHOICE: For the next drop-down menu that appears:
	+ - * + If you are requesting approval for **a general site** in your community, select “*search or apply for a site,*” then click “I’m Ready. Then, add any additional information required by the red boxes to the agency site form before submitting for approval.
				+ If you are requesting approval for **a practicum at your place of employment**, you **MUST** select “*Search or Apply for Current Place of Employment,*” then click “I’m Ready. Then, add any additional information required by the red boxes to the agency site form before submitting for approval.

If you are using the *Current Place of Employment* option, you must also **“Complete Worksite Field Application”** assignment that will appear.

* + - * + If you are requesting **a worksite placement**, you must select/complete the **Site Information Form** under this area before you can move forward to complete the other required document (Worksite Field Placement Application).
* After making the correct choice above, you must then complete the **“Student Completes Site Information Form.”** If you are adding a new site, complete all the information in all required boxes.
	+ Complete all required red boxes and click on “Submit.” Follow the prompts to **add the names/emails to send the request for signature.** Once all signatures are complete, it will come back to you to sign and move to the IWU Field Director for final approval of your site.

**Step 3 – Field Instructor Proposal and Application.**

* After logging in to Tevera, click the **“My Sites”** box on the homepage after logging in.
* Go to the site you for which you have been approved.
* Click on the **(+)** symbol below the agency name next to “My Supervisors.”
	+ If a specific supervisor already exists at that site, the system will prompt you to select that person from the page that opens up. If you want to suggest a different supervisor or one that does not currently exist for this site, click on the red “suggest a supervisor” tab.
		- Next, add the name of the proposed supervisor and click “I’m Ready.”
	+ **Complete all assignments listed** under your proposed supervisor’s name.
		- Click on “**Proposed Field Instructor**” assignment, complete and submit for approval.
			* After your approval is received, click on and complete the “**Have Supervisor Complete Field Instructor Application.**” *Entering the email address* where you wish to send the document.
			* Enter the email of the proposed field instructor in both the “completes assignment” box and the “signs applicant signature” box.
			* Select the name that appears (David King or James Long) for the “signs faculty signature box.” Click “Submit.”

**Step 4 – Memorandum of Agreement (MOA) or Agency Contract**

* Finally, **complete the Memorandum of Agreement** and forward it via email in Tevera to the appropriate parties. [Note: If your agency requires an agency contract, you do not need to send this MOA to them for signature and can skip this step. However, you MUST contact David or James for assistance with getting the contract in place. Email them to start this process.]
	+ Complete the required Start and End date boxes.
	+ *Sign the form* and click on “submit,” and follow the prompts to **add the names/emails to send the request for signature.** Once all signatures are complete, it will come back to you to sign and move to the IWU Field Director for final approval of your site.
* **The MOA or a Contract MUST be in place with the agency for you to start your practicum.**

**Questions or problems:**

***If you have any difficulty completing the above steps, please submit a ticket in Tevera to request assistance.* If you still have problems, Generalist year students completing their first field placement should contact Dr. James Long at** James.Long2@indwes.edu**, while advanced standing/advanced year field students should contact David King at** David.King2@indwes.edu **regarding this field placement process.**

**Deadlines 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.