

ALLOWABLE FIELD DAYS POLICY

The student is to plan his or her field schedule in conjunction with the field instructor at the agency and will record the agreed-upon schedule on the face sheet of the learning plan. Tools that are available for the student for this planning activity are the university calendar, the field placement calendar, and the "Allowable Field Days" document. Students should always consult their field liaison for questions and concerns. Students are always responsible for serving the requisite number of field hours for their level of study.

Under no circumstances (except as described in the paragraph below) should a student be expected to complete more than his/her expected field hour total. An agency desiring additional services beyond those required by the social work program must engage in an employment or volunteer arrangement with the student. During the period of employment or volunteering, the student is considered to be an agency employee or volunteer and not a student of the social work program. (Refer to "Employment-Based Field Placements" policy for additional considerations that may apply.)

Occasionally, the field liaison, in consultation with the field instructor and field education director, may determine that a student requires additional hours in the agency in order to pass the field practicum. This situation could occur when it is late in the semester and the student is working on improving specific skills that have been outlined in a plan of improvement or correction. This occurrence would be rare and is the only time that a student may be required to complete more than the required field hours as part of the field practicum. In such cases, the student may be asked to complete these hours over breaks or in the summer.

Bad Weather and Illness: There are often situations in which illness or other time constraints or exigencies, such as excessive and continuous bad weather, may result in a student needing to make up missed field hours. Relevant procedures will be covered in the field orientation and training. For situations in which absences from field are extensive, students should consult with their field instructor and their field liaison and prepare a written proposal, which must be approved by the field liaison.

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