

2018-2019 Field Calendar

AUGUST 2018

- Tuesday, August 21 **BA** Field Orientation for new BA interns 2:00-4:00 PM [IT 101]
- Thursday, August 23 *Fall Instruction Begins*
- Friday, August 24 **BA** Interns report to Internship
MSW2 Interns begin placement
- August 27 – September 21 **MSW2 & BA** Faculty Field Liaison visits to discuss student orientation to agency and learning agreement

SEPTEMBER 2018

- Monday, September 3 *Labor Day - University Offices Closed (No Field Placement)*
- Thursday, September 6 **MSW1** Field Orientation for incoming MSW students 9:00-11:00 AM [USU 312-314]
- Tuesday, September 11 **MSW1** Students Report to Internship
- September 11-October 5 **MSW1** Faculty Field Liaison visits to discuss student orientation to agency and learning agreement
- Friday, September 21 **MSW2** Learning Agreement due, **BA** Learning Agreement due

OCTOBER 2018

- Friday, October 5 **MSW1** Learning Agreement due
- Wednesday, October 10 **MSW2** Mid-Term Evaluation due (approximately 150 completed hours).
BA Mid-Term Evaluations due (approximately 105 completed hours).
- Thursday, October 25 **MSW1** Mid-Term Evaluations due (approximately 100 completed hours).

NOVEMBER 2018

- November 1 to November 30 Liaison site visits to discuss student progress, evaluation and termination.
- Monday, November 12 *Veterans' Day – University offices closed (No Field Placement)*
- November 21-23 *Thanksgiving Recess (No Field Placement on Thurs, 11/22 or Friday, 11/23-University offices closed)*
Field placement is **OPTIONAL** on Wednesday, November 21, 2018, university is open but no classes.

DECEMBER 2018

- Wednesday, December 12 Last day of field placement for Fall semester (Students may attend internship through December 20 following their normal schedule to complete Fall semester hours. Extra hours must be approved in advance.)
Final Evaluations due:
BA students Final Evaluations due (225 completed hours).
MSW1 Final Evaluations due (200 hours completed).
MSW2 Final Evaluations due (300 hours completed).
Note: Do not submit final evaluation until required hours are completed or a Credit grade cannot be assigned.
- Thursday, December 20 **Fall semester ends**

Campus closed December 24th – January 1st – No Field hours for any students

Winter Break: January 2nd – January 16th – No field placement hours for undergraduate students except to make up hours with prior approval. Any graduate student hours must be approved in advance. A written winter hours plan must be submitted and approved by the Field Coordinator prior to the end of the Fall semester.

JANUARY 2019

- Thursday, January 17 Resume internship as scheduled
- Monday, January 21 ***Martin Luther King Jr. Holiday – University offices closed. (No Field Placement)***
- January 22 – February 15 Faculty Liaison Agency Visits. Assist student(s) and field instructor(s) in developing Learning Agreement.

FEBRUARY 2019

- Friday, February 15 **BA, MSW1 & MSW2** Learning Agreements due
- Monday, February 18 ***Presidents' Day – University offices closed. (No Field Placement)***

MARCH 2019

- Friday, March 8 **BA** Mid-Term Evaluations due (approximately 105 completed hours)
MSW1 Mid-Term Evaluations due (Approximately 100 hours completed)
MSW2 Mid-Term Evaluations due (Approximately 150 hours completed)

APRIL 2019

- Monday, April 1 ***Cesar Chavez Holiday – University offices closed. (No Field Placement)***
- April 2 – April 30 Faculty liaison agency visits to discuss student progress and/or termination.
- April 15 – April 19 **Spring Recess-** No classes but university offices remain open. Students may arrange to remain in field if approved in advance by field instructor and liaison. *No written plan is required.*

MAY 2019

- Wednesday, May 8 Last day of field placement for Spring semester. **Final evaluations due:**
BA students Final Evaluations due (225 completed hours).
MSW1 Final Evaluations due (200 hours completed).
MSW2 Final Evaluations due (300 hours completed).
Note: Do not submit final evaluation until required hours are completed or a Credit grade cannot be assigned.
- May 13-16 Final Examination week
- Friday, May 17 ***Spring semester ends.***

Spring Break April 15 – April 19, normal internship hours allowed, but not required, provided Department Office/campus is open. Extra hours beyond the student's normal weekly schedule must be approved in advance by the Field Coordinator.