EVERYTHING YOU WANT TO KNOW REGARDING THE
JUNIOR FIELD PRACTICUM

Who is Eligible to Register for Junior Field Practice (910:324)?

Students who have completed at least two of the social work courses that are required for the social work major, as well as a minimum of 60 credits overall, and have applied for the social work major, are eligible to register for Junior Field Practice (910:324). (To be accepted as a social work major, a student must have an overall cumulative grade point average of 2.7, and have submitted the “Application to the Social Work Major”). Students, who have targeted May 2017 as the date for their graduation, must register for Junior Field Practice for the spring 2016 semester. Completion of Junior Field Practice, along with Social Work Theory & Methods I (910:346) will allow a student to enroll in Senior Field Practice I and II during their senior year.

Who May be Eligible for an Exemption from Junior Field Practice?

Any student who has had a field practice experience at a community college, prior to enrolling at Rutgers, may be exempt from Junior Field Practice (910:324). Students seeking a waiver from Junior Field Practice need to submit an unofficial transcript to the Dept. of Social Work’s Field Office from their community college, or a copy of their Rutgers Degree Navigator. A student who has been employed for at least two years as a social worker in a social service setting may be waived, depending upon the job-related duties and the submission of a letter to the Dept. of Social Work’s Field Office from their employment supervisor attesting to those duties and length of employment.

Field Placement Selection Process

Students who have registered for Junior Field Practice must make an appointment for a pre-placement interview with either the Director or the Assistant Director of Field, by calling 973-353-5867 to speak to Prof. Dobos, or 973-353-5784, to make an appointment with Prof. Jackson. A SIGN-UP SHEET FOR PRE-PLACEMENT INTERVIEWS IS POSTED ON THE BULLETIN BOARD OUTSIDE THE FIELD OFFICE, ROOM 420 HILL HALL. APPOINTMENTS MUST BE COMPLETED BY NOVEMBER 25, 2015. Placement cannot be guaranteed if a prospective Junior Field student is not seen for a pre-placement interview with the Rutgers Dept. of Social Work Field Office by Nov.25.

Time and Attendance Requirements for Junior Field

During their junior field placement experience, students spend 7-8 hours per week throughout the spring semester, for a total of 100 hours of field placement experience. Typically, a student spends one full day a week at the agency. Some agencies MAY allow a student to spend two half-days per week.

Evening students are required to spend 2-3 evenings per week at the field agency. After considering individual needs, alternative arrangements can be negotiated among the field instructor, the Director of
Field Education, and the student. All three persons must agree to variations of the one full day per week schedule. Occasionally, a student will be granted the opportunity to work during weekend hours, when such field placements are available, and if this does not adversely affect the educational purpose of the field experience. Regular attendance at the agency field placement is required. Students are required to call the agency in advance to inform the field instructor of any absence.

Timekeeping: Students will complete a bi-weekly timesheet and present it to their agency Field Instructor for verification and for signature. It is the student's responsibility to describe the assignments/and/or primary activities during the two-week period on the bottom portion of the timesheet form... The completed timesheet must be submitted to the Field Office every two weeks.

**Typical Agency Fieldwork Assignments for Juniors**

Most students at the undergraduate junior level are new to the field of social work. Assignments should be carved out that facilitate the student's ability to learn a range of beginning skills while concurrently meeting clients' needs.

Students can be given assignments in the various methods of practice, working with individuals, families, groups, and communities. Students should have some opportunity for providing direct services to clients and for face-to-face contact, including assisting with client assessments and planning. Generally assignments will fall into these general categories:

- **Maximizing client benefits:** Working directly with clients and or agencies/organizations to help clients to secure needed services, equipment, funds, or resources, entitlements.
- **Supportive interaction with clients or groups of clients, including information and referral services, as well as task-focused activities.**
- **Helping to facilitate educational or socialization groups. Observing therapeutic group interventions.**
- **Interviewing clients with various presenting problems, and assisting with providing agency services and interventions. “Shadowing” staff social workers in their interactions with agency clients.**

Some examples:

- **Helping a client with a task, which is difficult for them to do alone, e.g. helping a developmentally disabled adult to make choices regarding what to do with his/her free time; accompanying a newly admitted client to agency activities; helping a young single parent to find a vocational training program.**
- **Working with community groups or planning special agency programs. Providing leadership in a community center to a socialization group or to an activity group for disabled adolescents; a holiday program in a group home for children; a recess or lunch group for isolated school children.**
- **Helping a client to apply for a needed service, e.g., food stamps, day care, public assistance, etc. This will involve finding out about eligibility requirements, helping clients to locate needed documentation, assisting and/or accompanying client to apply for a new service.**
- **Helping a client who is encountering a problem in obtaining a needed resource, e.g. check did not arrive, needs an appointment with a doctor, apprehensive about going for an interview for a badly needed treatment program, and does not know how to complete a form.**
- **Supportive counseling, especially with physically or socially isolated clients. Meeting weekly with a chronically ill client in a hospital unit. Reaching out to an isolated child/adolescent in a transitional housing shelter. Following through with recommended services for a family living in a homeless shelter.**