

## **FIELD INFORMATION PROCESS 2021-2022**

The Field Education Office provides general information about the various field settings which have been or are currently providing practicum opportunities for MSW students. Availability of specific placements varies from year to year. If you are uncertain as to the availability of or requirements associated with a particular field placement, please consult with the Field Education Coordinator or Field Program Assistant.

Each student is required to complete an Application Form, which can be found on the Field Education website. You will identify your preferred focus of practice at a placement i.e. clinical, policy, or community. While we will attempt to accommodate field placement preferences, there is no guarantee that it will possible to do so. The Application Form, along with an updated résumé that has your University of Manitoba email on it, must be submitted to Patti Kafka, Field Program Assistant, at [patti.kafka@umanitoba.ca](mailto:patti.kafka@umanitoba.ca) on or before June 30, 2021.

Upon receipt of an application, the student will receive an email notification providing them with a password to enable access to the Intern Placement Tracking (IPT) database. The Time Log Fillable Form will be available in IPT as well as contact information for your placement Supervisor.

Should you wish to consider field placements which are not currently identified through the Field Education Office, you are required to submit a proposal to the Field Education Coordinator 8-10 weeks in advance of the established due date. If qualified social work staff (MSW with two or more years of social work experience) are prepared to function as agency-based field instructors and existing learning opportunities meet field curriculum requirements, your proposal will be considered.

Please feel free to contact David Sullivan, Field Education Coordinator, at [David.Sullivan@umanitoba.ca](mailto:David.Sullivan@umanitoba.ca), or Patti Kafka, Field Program Assistant, at [patti.kafka@umanitoba.ca](mailto:patti.kafka@umanitoba.ca), if you have any additional questions.