# **UB School of Social Work Field Calendar 2023-2024 Foundation**

## Full Time and Part Time Foundation Student Calendar (Fall 2023 – Spring 2024)

SW 550 Field Instruction 1 & SW 551 Field Instruction 2

| **Fall Semester Hours** | **Spring Semester Hours** | **Total Hours** |
| --- | --- | --- |
| 165 hours | 255 hours | 420 hours |

Students are in field 15 hours per week when field is in session throughout 2 semesters.

| **Fall Semester**  | **Date** |
| --- | --- |
|  |  |
| Foundation Year field begins  | Week of Monday, September 25 |
| Foundation Learning Contracts due in Sonia | Friday, October 20 |
| Interprofessional Education Day (Fall Semester) *First Thursday of November* | Thursday, November 2 |
| Fall Field Recess - no field for 1 week | Monday, Nov 20 to Sunday, Nov 26  |
| Mid-placement Evaluation due for students | Friday, December 8 |
| Mid-placement Evaluation due for educators  | Friday, December 15 |
| Fall field ends the week ending (Mon – Sun) | Sunday, December 17 |
| Winter Field Recess - no field for ~2 weeks | Mon, Dec 18 to Mon, Jan 1, 2024 |
| **Spring Semester** | **Date** |
| Field placements resumes | Week of Tuesday, January 2, 2024 |
| Field Education Fair\* (foundation students) | Thursday, February 1 |
| MLK Day – UB Observed Holiday - no field | Monday, January 15 |
| UB Classes begin for Spring Semester | Week of Monday, January 24 |
| Interprofessional Education Day (Spring Semester) *First Thursday of March* | Thursday, March 7 |
| Spring Field Recess - no field for 1 week | Mon, Mar 18 to Sun, Mar 24 |
| Final Evaluation due for students | Friday, April 19 |
| Final Evaluation due for educators  | Friday, April 26 |
| Spring field ends the week ending (Mon – Sun) | Sunday, May 5 |

##

## Calendar Guidelines

* The Field Calendar differs from the Academic Calendar. Student schedules for field should correspond with the Field Calendar. Hours per semester may vary due to fluctuations with each academic year. Total field hours remain the same.
* The Final Evaluation is due before the end of field. Submit timesheets with projected hours. However, students are required to attend field after this to meet their hourly requirement. Failure to comply can result in a change of grade for Field Placement.
* The actual day of the week that field placement begins and ends is determined by the schedule arranged between the student and the agency.
* Students are generally expected to be at their field placement site for an 8-hour day. This is based on 7.5 field hours with a half-hour lunch break that is not counted toward field hours.
* Recess Periods: Students do not need to make up time for missing (not being at) field during the periods on the field calendar which designate Fall, Winter or Spring recess specific to field. However, students in some agencies, i.e. school settings may need to take the designated Spring Break of the school system versus that of the University at Buffalo. In order to get the minimum required hours, students often need to exchange the time off from UB with that of the school if they do not coincide. It is important to discuss this with the Field Educator at the time of interview.
* UB Observed Holidays: If a student’s typical placement day falls on an UB Observed Holiday (the student is typically in field on that day of the week), he or she is not required to be in field on that day; however, the student is required to make up the hours on an alternate day in that semester.

* **[Interprofessional Forum (IP)](https://socialwork.buffalo.edu/about/interprofessional-education.html)**
* Students may need to work their field placement hours around their final exams. It is important to discuss this with the Field Educator at the time of interview.
* Please note that the field placement resumes before classroom instruction begins in the Spring semester.
* Be aware of SSW policy related to agency training and potential classroom conflicts: “In the rare event that a student is mandated to attend a field placement training that conflicts with a scheduled course, the instructor will consider resulting absences as excused and follow university policy (See UB SSW Student Handbook.) In such instances, students will notify the field education office or their field liaisons about the conflict.
* All field hours must be completed within the specific semester.
* \*Field Fair is traditionally for foundation students going into their Advanced Year field the next academic year choosing a placement in Erie or Niagara county.
* See estimated hours on last page

## Estimated Hours

|  |  |  |
| --- | --- | --- |
| Fall Semester | Estimated Weekly Hours | Estimated Total Hours |
| *Monday* | *Sunday* |  |  |
| 08/28/23 | 09/03/23 | 0 | 0 |
| 09/04/23 | 09/10/23 | 0 | 0 |
| 09/11/23 | 09/17/23 | 0 | 0 |
| 09/18/23 | 09/24/23 | 0 | 0 |
| 09/25/23 | 10/01/23 | 15 | 15 |
| 10/02/23 | 10/08/23 | 15 | 30 |
| 10/09/23 | 10/15/23 | 15 | 45 |
| 10/16/23 | 10/22/23 | 15 | 60 |
| 10/23/23 | 10/29/23 | 15 | 75 |
| 10/30/23 | 11/05/23 | 15 | 90 |
| 11/06/23 | 11/12/23 | 15 | 105 |
| 11/13/23 | 11/19/23 | 15 | 120 |
| 11/20/23 | 11/26/23 | 0 | 120 |
| 11/27/23 | 12/03/23 | 15 | 135 |
| 12/04/23 | 12/10/23 | 15 | 150 |
| 12/11/23 | 12/17/23 | 15 | 165 |
| 12/18/23 | 12/24/23 | 0 | 165 |
| 12/25/23 | 12/31/23 | 0 | 165 |
|  |  | **165** |   |
| Spring Semester |  |  |
| 01/01/24 | 01/07/24 | 15 | 180 |
| 01/08/24 | 01/14/24 | 15 | 195 |
| 01/15/24 | 01/21/24 | 15 | 210 |
| 01/22/24 | 01/28/24 | 15 | 225 |
| 01/29/24 | 02/04/24 | 15 | 240 |
| 02/05/24 | 02/11/24 | 15 | 255 |
| 02/12/24 | 02/18/24 | 15 | 270 |
| 02/19/24 | 02/25/24 | 15 | 285 |
| 02/26/24 | 03/03/24 | 15 | 300 |
| 03/04/24 | 03/10/24 | 15 | 315 |
| 03/11/24 | 03/17/24 | 15 | 330 |
| 03/18/24 | 03/24/24 | 0 | 330 |
| 03/25/24 | 03/31/24 | 15 | 345 |
| 04/01/24 | 04/07/24 | 15 | 360 |
| 04/08/24 | 04/14/24 | 15 | 375 |
| 04/15/24 | 04/21/24 | 15 | 390 |
| 04/22/24 | 04/28/24 | 15 | 405 |
| 04/29/24 | 05/05/24 | 15 | 420 |
|  |  | **255** |   |
|  |  | 420 |   |