SMITH COLLEGE SCHOOL FOR SOCIAL WORK
STUDENT’S FIELD RESPONSIBILITIES
2015-2016

Opening Day of Field Internship  September 8, 2015
Thanksgiving Break  November 26 and 27, 2015
Winter Vacation  December 21, 2015 through January 1, 2016
Martin Luther King Day (observed)  January 18, 2016
Last Day of Field Internship  April 29, 2016

Assignment  Date Due  Send To
Monthly narrative and statistical report  1st of each month  Faculty Field Advisor
Learning Plan  10/5/15  Faculty Field Advisor and Field Dep’t
Issue Oriented Report  11/2/15  Faculty Field Advisor
Antiracism Proposal (2nd yrs)  12/1/15  Faculty Field Advisor
Understanding your agency (1st yrs)  12/1/15  Faculty Field Advisor
Major Case Study (including Face Sheet)  2/9/16  Faculty Field Advisor and Field Dep’t
Antiracism Abstract and report (2nd yrs)  4/22/16  Faculty Field Advisor and Field Dep’t
Student Evaluation of the Field  4/22/16  Field Dep’t
Student Description of Internship  4/22/16  Field Dep’t
CPP Abstract (1st yrs)  4/22/16  CPP Advisor and Field Dep’t
Evaluation of CPPA (1st yrs)  4/22/16  Field Dep’t

*Please send reports and evaluations due to the Field Dep’t via email (sswfield@smith.edu). Please refer to specific instructions from your own FFA about how to submit materials due to the FFA.

FACULTY FIELD ADVISOR’S VISITING SCHEDULE
First visit occurs between mid October and late November 2015
Second visit occurs between mid-February and mid-March 2016