

**SMITH COLLEGE SCHOOL FOR SOCIAL WORK
FIELD PRACTICUM CALENDAR**
Students
2007-2008

Opening Day of Field Placement	September 4, 2007
Thanksgiving Break	November 22 and 23, 2007
Winter Vacation	December 24, 2007 through January 4, 2008
Martin Luther King Day (observed)	January 21, 2008
Last Day of Field Placement	April 25, 2008
Annual Conference	July 18-19, 2008

<u>Assignment</u>	<u>Date Due</u>	<u>Send To</u>
FFA phone call to supervisor & student	September	
Monthly Narrative & Statistical Report (A08's and A09's)	10th of each month (October 10, 2007 to May 10, 2008)	Faculty Field Advisor
Community Project Monthly Progress Report (A09's)	20 th of each month	Community Practice Project Advisor
Learning Contract (A08's and A09's)	October 5, 2007	One copy to Faculty Field Advisor AND one copy to the School attn: Field Work Dept.
Supervisor's Interim Report	October 12, 2007	2 copies to School attn: Field Work Dept.
Proposal for Community Project (A09's)	October 19, 2007	Community Practice Project Advisor
Thesis Proposal Deadline (A08's)	October 26, 2007	Research Advisor
Issue Oriented Field Report (A08's and A09's)	November 9, 2007	Faculty Field Advisor
Approval for Community Project (A09's only)	November 30, 2007	Community Practice Project Advisor
Anti-racism Project Proposal (A08's only)	November 30, 2007	Faculty Field Advisor AND School attn: Field Work Dept.
Field Advisor's Fall Report	December 7, 2007	School attn: Field Work Dept.
Supervisor's mid-year evaluation of student	December 7, 2007	2 copies to School attn: Field Work Dept.
FFA phone call to students	January 2008	
Agency Assessment Report (A09's only)	January 18, 2008	Faculty Field Advisor
Thesis Chapter Deadline (A08's) [at least one substantive (not intro) chapter]	January 25, 2008	Research Advisor
Major Case Study (A08's and A09's)	February 29, 2008	One copy to FFA AND one copy to School attn: Field Work Dept.

<u>Assignment</u>	<u>Date Due</u>	<u>Send To</u>
Abstract and Final Report on Community Project (A09's)	April 18, 2008	Community Practice Project Advisor <u>AND</u> ABSTRACT only to School attn: Field Work Dept.
Supervisors' final evaluation of student	April 25, 2008	2 copies to School attn: Field Work Dept.
Anti-racism project report (A08's only)	May 2, 2008	One copy to FFA <u>AND</u> one copy to School attn: Field Work Dept.
Student evaluation of the field agency (A08's and A09's)	May 2, 2008	One copy to FFA <u>AND</u> one copy to School attn: Field Work Dept.
Group Placement Description Form (A08's and A09's)	May 2, 2008	2 copies to School attn: Field Work Dept.
Evaluation of Faculty Field Advisor (A08's and A09's)	May 2, 2008	2 copies to School attn: Field Work Dept.
Evaluation of Community Project Advisor (A09's only)	May 2, 2008	2 copies to School, attn: Field Work Dept.
Interim Thesis Deadline (A08's only) (bulk of thesis submitted)	May 9, 2008	Research Advisor
Field Advisor's Spring Report	May 2, 2008	School attn: Field Work Dept.
Final Thesis Deadline (A08's only)	June 27, 2008	Research Sequence Admin.
Evaluation of Research Advisor (A08's only)	July 6, 2008	Research Sequence Admin.

FACULTY FIELD ADVISOR'S VISITING SCHEDULE

First visit occurs between mid October and late November 2007

Second visit occurs between mid-February and March 10, 2008

NOTE: STUDENTS WHO HAVE NOT COMPLETED ALL OF THEIR PAPERWORK (EXCEPT THEIR THESIS) BY MAY 2, 2008 WILL NOT BE ALLOWED TO REGISTER FOR THE SUMMER TERM.

Any extension must be discussed with and approved by the Faculty Field Advisor.