2019-2020 IMPORTANT DUE DATES & EVENTS FOR
PART-TIME MSW FIELD EDUCATION STUDENTS

August 17, 2019  Mandatory Field Orientation, Eau Claire*
Eau Claire Campus, 12-4

August 23, 2019  Mandatory Field Orientation, Madison*
Madison Campus, 12-4

November 2, 2019  Madison Field Follow Up Meeting. If you are interested in a
refresher on the field placement process and learning more about the
Field Placement in Employment Settings policy, you are strongly
couraged to attend this meeting. This informational, Q&A style
meeting, will be held at the Madison site at 1:30 pm in a location to
be announced. This is an optional meeting.

November 9, 2019  Eau Claire Field Follow Up Meeting. If you are interested in a
refresher on the field placement process and learning more about the
Field Placement in Employment Settings policy, you are strongly
couraged to attend this meeting. This informational, Q&A style
meeting, will be held at the Eau Claire site at 1:30 pm in a location
to be announced. This is an optional meeting.

December 10, 2019  Field Unit Preference Form Due. Students will be emailed a link
to this form in November, and will complete the form (with
resume attached) online. Late submission of the Field
Preference Form and/or the Wisconsin Caregiver Background
Check will result in a delay in the field placement process.

December 10, 2019  Wisconsin Caregiver Background Checks Due. All students
completing a field placement are required to complete this
background check with Castle Branch by the date indicated. For
additional information, go to the website: www.castlebranch.com
(package code: UQ87bg)

*The Field Orientation requirement must be completed before
students can begin the field placement process. Students may
choose to attend the orientation at either the Madison or Eau Claire
campus. This orientation is combined with New Student
Orientation.

Important: If you have questions regarding any of these dates or events, please contact
the Field Education Office at 265-4570.