Foundation Year Field Education Checklist

Students are required to complete the following items prior to beginning Foundation Year field internship in Fall 2012. Be sure to also mark these important dates on your calendar. Failure to complete any of the items may result in a delay or disqualification from field internship.

☐ Complete your Student Resume (obtain template on MSW Program website: www.apu.edu/msw/field education under “Forms”). Present this resume at time of interview.

☐ Interview at referred agency and submit interview verification form to the MSW Program Office. Deadline to complete interviews is June 15, 2012.

☐ When you receive your field internship confirmation of acceptance (after June 15, 2012), complete intern paperwork, including background checks, health screening, etc. Specific instructions will be given after your field internship is confirmed.

☐ Purchase Liability Insurance (see letter) and provide proof to MSW Program Office, by email, fax, or U.S. Mail, no later than August 3, 2012.

☐ Attend Mandatory Two-Day Field Orientation at APU:

  Wednesday, 9/5/12 - VIP Room at Felix Event Center, West Campus – 12-8 p.m.
  AND
  Friday, 9/7/12 – LAPC, East Campus, 12-8 p.m.

  • Make arrangements to modify your work schedule, if necessary.

☐ Note field seminar meeting dates during the first week of classes

  • Part-time Foundation Year Students: The first day of seminar is Tuesday, 9/11/12. CLASS WILL NOT MEET ON 9/4/12.
  • Full-time Foundation Year Students: The first day of seminar is Thursday, 9/13/12. CLASS WILL NOT MEET ON 9/6/12.

☐ Field Internships for Foundation Year Students begin the week of 9/10/12. Specific field days will be determined with agency field instructor.