

Adelphi University School of Social Work  
Field Education Calendar **2020-2021**

August 31	Field Education begins
October 5	Educational Plan Completed by Field Instructor and Student and then Submitted to the Faculty Field Liaison
November 26-29	<b><i>Thanksgiving Recess: No Field</i></b>
December 7	<u>Fall Evaluations Due</u>
December 21	Last day of Field for the Fall Semester
January 4	Field Resumes For <b>All Students</b>
January 18	<b><i>Martin Luther King Jr. Day: No Field</i></b>
TBA	<b>Social Action Activity</b>
March 16-22	<b><i>Spring Break: No Field</i></b>
April 9	<u>Spring Evaluations Due</u>
May 14th	Last Day of Field ( <i>with the exception of students in school-based placements, if applicable</i> )
May 20	Commencement
May 25	<b><i>Memorial Day: No Field</i></b>
June 18	Last Day of Field for: School Based Students, <i>if applicable</i>

**Interns remain in placement until the last day of field. Interns may not end field early.**

Any discrepancies between the Field Education Calendar and the students' Agency Calendar must be discussed with the student's Field Instructor and Faculty Field Liaison.

As per CSWE requirements, all students must complete a **minimum** number of hours each year to meet field requirements. For MSW students, CSWE requires a **minimum** of 450 hours. For OYR students: 852 hours.

All students are expected to submit monthly timesheets by email to their Faculty Field Liaison. All students will write 2 process recordings each week in field. Junior BSW students write one process recording per week. **It is the responsibility of each student to coordinate with their field instructor and Faculty Field Liaison to make up any missed hours.** If, at the end of the field education calendar year, the student has not completed the minimum required hours, s/he may request to extend placement.

Pending the approval of the field instructor and Field Education Department, the student may continue through the end of June without incurring any additional expense.