

Dear Field Educator,

We appreciate your interest in working with our Masters in Social Work graduate students.

The **Seminar in Field Instruction (SIFI)**, a sixteen hour course, is required of all **new** field instructors who have never before supervised an M.S.W. student. The course must be taken at the same time the student is in placement. New field instructors may sign up for one of the five sections listed below to meet this requirement. In addition, all field instructors **new** to our School are expected to attend an **Orientation** on Wednesday, September 2, 2009 from 9:00 A.M. to 12:00 P.M. Please choose the SIFI section most convenient for you. **The class will be held with a minimum of 10 participants.**

<u>Section 1</u>	<u>Micro and Macro Content</u>	Time: 8:30 A.M. - 10:30 A.M.
Scheduled Day:	Wednesdays, beginning September 16, 2009 (Eight sessions)	
Dates:	9/16, 9/30, 10/14, 10/28, 11/4, 11/18, 12/2, 1/13	

<u>Section 2</u>	<u>Micro Focused</u>	Time: 9:00 A.M. -11:00A.M.
Scheduled Day:	Fridays, beginning September 18, 2009 (Eight sessions)	
Dates:	9/18, 10/09, 10/23, 11/20, 12/11, 1/15, 2/19, 3/19	

<u>Section 3</u>	<u>Micro Focused</u>	Time: 9:00 A.M. - 12:15 P.M.
Schedule Day:	Fridays, beginning September 25, 2009 (Five sessions, one session per month)	
Dates:	9/25, 10/23, 11/20, 12/11, 1/29	

<u>Section 4</u>	<u>Macro Focused</u>	Time: 1:00 P.M. - 4:15 P.M.
Schedule Day:	Fridays, beginning September 25, 2009 (Five sessions, one session per month)	
Dates:	9/25, 10/23, 11/6, 12/18, 1/29	

<u>Section 5</u>	<u>Micro and Macro Content</u>	Time: 9:00 A.M. - 12:15 P.M.
**Waterbury Campus		
**Scheduled Day:	Fridays, beginning September 25, 2009 (Five sessions, one session per month)	
Dates:	9/25, 10/16, 11/6, 12/4, 1/29	

(over)

Room numbers will be posted the first session of each class in the lobby of the School of Social Work building. Please use the attached form to sign up for both the SIFI course and/or an Orientation Session. All programs will be held at the West Hartford Campus with the exception of the **Waterbury session.

Our school has a reciprocal SIFI arrangement with the New York and New England schools of social work. If it is more convenient for you to take this seminar at one of the other schools, please contact the Field Education Office at (860) 570-9161 to let them know where you will be taking the course.

The Seminar provides an opportunity for learning and a forum for the mutual exchange of ideas and concerns related to acquiring the role, knowledge and skills of field teaching. A certificate is awarded for successful completion of the course. This certificate is recognized by our School as well as by schools of social work throughout the New England Region.

School of Social Work Policy on CECs: Any field instructor who wishes to receive CECs for the SIFI may do so by completing an application and paying a \$15.00 recording fee **at the last class**. Each hour of completed classroom instruction equals one continuing education credit. Therefore, one CEC is issued for each contact hour. Anyone successfully attending and completing the full 16-hour seminar required of all first time field instructors is eligible to receive 16 CECs. Attendance is taken at each session.

In order to receive a certificate you **must attend 80% of the total number of hours of the seminar.**

Sincerely,

Marilyn Cardone

Marilyn Cardone, LCSW
Assistant Director of Field Education

**SEMINAR IN FIELD INSTRUCTION (SIFI)
AND ORIENTATION SESSION
REGISTRATION FORM
2009-10**

Please complete and return to: Field Education Office, 1798 Asylum Avenue, West Hartford, CT 06117-2698 Attention: SIFI Program or Fax to: (860) 570-9311 or email to: Nancy.Urcinas@uconn.edu

(Please Print Information Clearly)

Name			
Email (<u>Required</u>)			
Agency/Department			
Street			
City, State and Zip Code			
Agency Telephone #	()		
Home Telephone #	()	Cell	()

SIFI COURSE			
Please check your preference; Refer to dates in cover letter:			
	Orientation Session	Wednesday, September 2, 2009	9:00 a.m. – 12:00 p.m.
	Section 1 Micro and Macro Content	Wednesday	8:30 a.m. - 10:30 a.m.
	Section 2 Micro Focused	Friday	9:00 a.m. - 11:00 a.m.
	Section 3 Micro Focused	Friday	9:00 a.m. – 12:15 p.m.
	Section 4 Macro Focused NO CEC's	Friday	1:00 p.m. - 4:15 p.m.
	Section 5 **Waterbury Campus Micro and Macro Content	Friday	9:00 a.m. - 12:15 p.m.

Field Instructor Vita Form <input type="checkbox"/> accompanies this Registration Form	
Complete if a student has already been assigned to you for Fall '09:	
Student's Name:	Method Concentration:
Year of Field: <input type="checkbox"/> First Year <input type="checkbox"/> Advanced Year (2nd year field)	
Student is from: <input type="checkbox"/> UCONN School of Social Work <input type="checkbox"/> Other School _____	

Please **do not send** a \$15.00 check for CECs at this time. It will be collected at the last SIFI class.