

# KU SCHOOL OF SOCIAL WELFARE 2019-20 SONIA PLACEMENT REQUEST GUIDE

## Logging into the Field Placement system

Start at <https://field.ku.edu/>

1. At the initial screen click School of Social Welfare that is under the picture. You will then be taken to the login screen.

Welcome to the University of Kansas  
School of Social Welfare

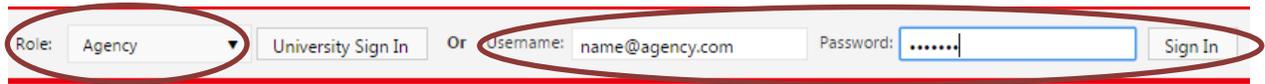
Culture: English (United States) ▼



> School of Social Welfare

Version: 2016.1.0.77

2. Make sure the Role you select is Agency, then enter your user name and password (included in the Placement Request email), then click Sign in.



The image shows a login interface with a red border. On the left, a dropdown menu labeled 'Role:' is set to 'Agency'. To its right is a 'University Sign In' button. In the center, the word 'Or' is displayed. To the right of 'Or' is a text input field for 'Username:' containing 'name@agency.com'. Further right is a password input field labeled 'Password:' with a masked password of seven dots. A 'Sign In' button is located at the far right of the form.

## Placements Requests for 2019-20

The placement request will place your agency and the number of placements you have available on a list that students will review and chose from when planning for practicum next year.

1. Click the Placements tab to view the placement request:



2. If you have any students at your agency now, the first placement(s) on the list will be from 2018-19. **You can ignore 2018-19 at this time and focus on 2019-20 placements.** These placement requests are usually based off of the placements you have available for the 2018-19 academic year. The placement requests are sorted by level of student (BSW/MSW Foundation/MSW Clinical/MSW Macro). This example is for one BSW placement and one MSW Clinical placement:

**2019-20 KU BSW Students** Details

**A Test Agency #1**  
School of Social Welfare

**Dates:** Sunday, August 25, 2019 - Friday, April 24, 2020

**Requested:** 1

**Confirm:**

**Comment:**

0 allocated out of 0 confirmed

**2019-20 KU MSW Clinical Students** Details

**A Test Agency #1**  
School of Social Welfare

**Dates:** Sunday, August 25, 2019 - Friday, April 24, 2020

**Requested:** 1

**Confirm:**

**Comment:**

0 allocated out of 0 confirmed

- You are able to update the number of confirmed placements, so you can increase or decrease the number if you would like. *If you do not want students at that level, please see #4 below.* To confirm that you have a placement available for the number/level of students for 2019-20, please click "Confirm" below the specific placement request:

**2019-20 KU BSW Students** Details

**A Test Agency #1**  
School of Social Welfare

**Dates:** Sunday, August 25, 2019 - Friday, April 24, 2020

**Requested:** 1

**Confirm:**

**Comment:**

0 allocated out of 0 confirmed

**\*\*\*If you confirm students at multiple levels but have a max number of students that is less than the total number of placements you have confirmed, please see #6 below.**

4. If you are not able to take students at that level, please click the “Reject” button instead:

2019-20 KU BSW Students Details

**A Test Agency #1**  
School of Social Welfare

**Dates:** Sunday, August 25, 2019 - Friday, April 24, 2020

**Requested:** 1

**Confirm:** 1

**Comment:**

Confirm Reject

0 allocated out of 0 confirmed

5. After you’ve clicked the Confirm button, the Confirm/Reject buttons will disappear:

2019-20 KU MSW Clinical Students Details

**A Test Agency #1**  
School of Social Welfare

**Dates:** Sunday, August 25, 2019 - Friday, April 24, 2020

**Requested:** 1

0 allocated out of 1 confirmed

**If you have more than one level of student listed (BSW/MSW Foundation/MSW Clinical/MSW Macro), then you will need to confirm/reject each level individually.**

6. If you want to change the number of placements for any particular level of student, whether you want to increase or decrease the number, you can change it in the “Confirmed” box. Once you are finished, please hit the “Confirmed” button.

2019-20 KU MSW Foundation Students Details

**A Test Agency #1**  
School of Social Welfare

**Dates:** Sunday, August 25, 2019 - Friday, April 24, 2020

**Requested:** 2

**Confirm:** 1

**Comment:**

Confirm Reject

0 allocated out of 0 confirmed

**\*\*\*Very important:** if you have confirmed students at multiple levels but have a max number of students that is less than the total number of placements you have confirmed, please note in the “Comment” section under each placement the total number of students across levels. For example, if you have indicated you will take up to 3 MSW Foundation students and 3 BSW students, but you can only take a total of 3 students in any combination of MSW Foundation or BSW, please note that in the Comments box.

The screenshot shows a web form titled "2019-20 KU BSW Students" with a "Details" button in the top right. The form contains the following fields:

- A Test Agency #1**
- School of Social Welfare
- Dates:** Sunday, August 25, 2019 - Friday, April 24, 2020
- Requested:** 1
- Confirm:** 1
- Comment:** A text box containing the text "We can only take 3 students total." which is circled in red.

At the bottom of the form, there are "Confirm" and "Reject" buttons, and a status indicator that reads "0 allocated out of 0 confirmed".

7. If you are interested in students from a different level than those listed on your placement request(s), please email Associate Director Laurie Hart at [laurie.hart@ku.edu](mailto:laurie.hart@ku.edu).

## Agency Details

**WE HAVE MADE A FEW SMALL BUT IMPORTANT CHANGES TO THIS SECTION THIS YEAR. PLEASE REVIEW AND UPDATE EVEN IF YOU HAVE COMPLETED IT IN THE PAST!**

**These details will be able to be viewed by any student at the level you have indicated (BSW, MSW Foundation, MSW Clinical, or MSW Macro). These details will help students and the Field Office assess which agency placement is the best fit for the student.**

1. After you have completed the Placement Requests, please go to the Agency Details tab:

The screenshot shows a navigation menu for "The University of Kansas" with the following tabs: Home, Students, Placements, Forms, My Details, Documents, Agency Details, and History. The "Agency Details" tab is highlighted in yellow and circled in red. Below the menu, a dropdown menu is partially visible, showing "Agency/Agency Program" and "A Test Agency #1".



3. Once you have completed the General Details fields, please click the Attributes button:

Home Students Placements Forms My Details Documents Agency Details

Agency/Agency Program: A Test Agency #1 Submit

A Test Agency #1 General Details **Attributes** Notes

General

Name: A Test Agency #1 Communication: Electronic Accommodation:

Contact details

Phone 1: 785-864-2366 Phone 2: Fax:

Save Updated by HOME\jmarsh1 on 10/26/2016 9:08:20 PM

Click on the drop down next to Sector, Affiliation, and Location group, and select the label applicable to your agency (you can skip Location):

Agency/Agency Program: A Test Agency #1 Submit

A Test Agency #1 General Details Attributes **Notes**

Sector: Private Location Group: None Selected

Affiliation: Non-profit Location:

+ Add area

Area

No items.

+ Add descriptor

Descriptor

Then, please click on Add Area button, then select the student level(s) for your agency from the dropdown list:

The screenshot shows the 'A Test Agency #1' form. At the top, there are tabs for 'General Details', 'Attributes', 'Notes', 'Documents And Links', 'Associated Users', and 'Appointments'. Below the tabs, there are dropdown menus for 'Sector: Private', 'Location Group: None Selected', 'Affiliation: Non-profit', and 'Location:'. A yellow bar contains a '+ Add area' button, which is circled in red. Below this, a table with a blue header 'Area' is shown. The first row has a dropdown menu open, listing 'MSW', 'BSW/MSW', and 'BSW', which is also circled in red. Below the table, there is another yellow bar with '+ Add city or region' and a blue bar with 'Populations served'.

Once you have selected the Area, click on the checkmark at the end of the row to save it (or the X to delete it):

This screenshot shows the 'Area' dropdown menu now containing 'MSW'. At the end of the row, there is a small icon with a checkmark and an 'X', which is circled in red to indicate it should be clicked to save the selection.

4. Please do the same for Descriptor (type of agency), Populations served, and City or Region. You can select more than one in each category, but will have to save after EACH addition. If you don't see the applicable term(s) for your agency in any of the above fields, please contact Associate Director Laurie Hart at [laurie.hart@ku.edu](mailto:laurie.hart@ku.edu).

## My Details

1. Once you have completed the placement request(s) and agency details, please go to the My Details tab:

The University of Kansas

Home Students Placements Forms **My Details** Documents Agency Details

Contact details

Work Phone:  Home Phone:  Cell phone:

Email:

Save Updated by HOMEjmarsh1 on 10/5/2016 11:45:24 AM

2. Please add/update any information that you would like us to have- keep in mind that whatever you provide, will also be made available to students and liaisons. After you've finished, click the Save button.