Meditrek Field Experience Application Guide
Walden 2019
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Getting Started

Logging In

1. You should have received login credentials from Meditrek via email, with instructions on how to access Meditrek.
2. To log in, go to the Meditrek website: https://edu.meditrek.com.
3. Select the “USER LOGIN” button in the top right-hand section of the page.
4. Input your login credentials.
5. If this is your first time using Meditrek, you will be asked to review and agree to its Terms and Conditions.

Please Note: If you have misplaced your login credentials, or have not received them, please contact the Field Office at mswfield@mail.waldenu.edu.
Field Application

Locating the Packet

1. After logging into your account, you’ll view the Homepage.
2. To begin the application process for Field Experience, please select the “Field Application” button in the top left-hand section of the page.

3. You’ll then be brought to the “Field Placement Application” page where you’ll see a couple drop-down menus and a LEGEND* at the bottom.

*Lists only the possible application statuses, not the current application status.
4. From the “Type” drop-down menu, you’ll select one of three options:
   - **BSW Program**
     - Only Field Experience completed by students in the BSW Program.
     - Concurrent Field Education courses are SOCW 4100 (first quarter) and SOCW 4110 (second quarter).
   - **MSW Foundation**
     - First Field Experience completed by full-time and part-time students in the MSW Program (students who do not have a BSW degree).
     - Concurrent Field Education courses are SOCW 6500 (first quarter) and SOCW 6510 (second quarter).
   - **MSW Concentration**
     - Second Field Experience completed by full-time and part-time students in the MSW Program.
     - Only Field Experience completed by advanced standing students (holding a BSW degree) in the MSW Program.
     - Concurrent Field Education courses are SOCW 6520 (first quarter) and SOCW 6530 (second quarter).

5. From the “Starting quarter” drop-down menu, you’ll select the quarter you’re slated to begin Field Experience according to your plan of study.
   - The earliest quarter you’re able to apply for will be the first option.
   - If you’re eligible to begin Field at a quarter beyond the options, please update the Field Office at mswfield@mail.waldenu.edu.

6. After selecting the type and quarter, select the “Start New” button.

Please Note: You can have only one type of application open at a time. If your application packet is submitted with the wrong type, or for the wrong quarter, please contact the Field Office at mswfield@mail.waldenu.edu.
Application Packet

Checklist

1. You now will see your four-part Checklist.

<table>
<thead>
<tr>
<th>Application for Field Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status: not entered</td>
</tr>
</tbody>
</table>

Forms to Complete

- [ ] Application for Field Placement

Documents to Upload

- [✓] Student Professional Liability Insurance: Accepted 8/6/2018 2:54:56 PM
- [✓] Student Resume: Accepted 8/6/2018 2:47:09 PM
- [ ] Student Home Visit Waiver Form: Not uploaded yet

1. Application for Field Placement
   a. This is a form which you’ll enter
   i. Identifying Information
      1. Name, Address, Number
      a. Your Student ID and email address will be auto-populated.
   ii. Emergency Contact
      1. Name, Number, Address, and Relationship
   iii. General Information
      1. Program status, Quarter started BSW program*, Quarter started MSW program, Concentration**, and a couple questions.
   iv. Acknowledgement of Risk in the Field Placement
   b. Once all relevant information is entered (login password as your signature), select the “Submit Field Placement Application” button.

*Not relevant if you weren’t in the BSW program  **Academic Track
2. Document to Upload
   a. Student Professional Liability Insurance
   b. Student Resume
   c. Student Home Visit Waiver Form

d. Please read Instructions carefully and completely for all three documents. More information about them can be found on the Field website: https://academicguides.waldenu.edu/fieldexperience/sosw on the “Applying to Field - Meditrek” tab on the left, and “What Will I Need to Apply” tab.
3. After your Documents are all uploaded and assigned, please then select the “Return to Checklist” link at the top left of the page.
4. Then select the application link (either “MSW Foundation” or “MSW Concentration”) beneath, “Continue Existing Application.”
   a. Note the current Status is “Incomplete”
5. Marking the checkbox and authenticating with your Meditrek password submits your application packet. After the pop-up disappears, you can see the status change by selecting the “Choose different application” button (top left) and looking at your application table. The packet is submitted for Field Office processing.
1. Search Affiliation Agreements
   a. You can view all agency partners in our network in real-time.
      i. Please read the Disclaimer and ensure the School specifies Social Work.
b. You can filter by Program as well: BSW, MSW, or DSW.
c. To view the full list, please leave everything else blank and select the “Search” button.

d. You’re now welcome to view the full list and can see “Details” by selecting the link to the right of each entry.

2. Upload Learning Agreements
   a. This is where you’ll submit Learning Agreements in your first couple weeks for your Field Liaison’s review.
3. Time Log
   a. This is where you’ll submit your logs for Field Instructor review and approval.
   b. Time Logs are completed on a two-week basis and are separated into two-week Parts.
   c. Make sure to include the hour of supervision you complete each week on its appropriate day.

Instructions:
- Ensure your correct Agency and Field Instructor are selected from the drop-downs (center of the page).
- Enter your hours for each day, including any multiple shifts in the time table.
- After entering your hours for a day, you can select “Save & Check Data” to ensure no errors were made (though not necessary).
- After entering your hours for a day, select “Save & Go to Next Day” to save hours.
- After all hours are saved for the two-week part, select the “Submit All Hours & Lock” button. This brings you to the Final Submission page.

Please Note: When you fully submit and lock a two-week Part of your Time Log, you can no longer make changes to that Part of the Log. Your Field Instructor can reject it if submitted prematurely. If they approved your Log before catching any errors, you’ll need to reach out to Meditrek to request they unlock it for you.
4. Records
   a. This is where you can view the status of all of your Time Logs in the Field Experience.

   ![Timesheet Search Image]

   a. You can filter by Academic Year
      i. The Fall quarter begins a new year.
   b. Quarter
      i. The Year is broken into four quarters.
   c. Period
      i. Each month is broken into two periods or parts.
   d. Field Instructor
   e. Status
      i. Not Submitted
         1. You’ve not yet submitted your Log for Field Instructor review yet.
      ii. Needs Sign-Off
         1. You’ve submitted your Log for Field Instructor review.
      iii. Approved
         1. Your Field Instructor has approved the hours submitted.
      iv. Rejected
         1. Your Field Instructor has not approved the hours submitted, and the Log requires editing.