



**Academic Review Committee
Request Form: New Program**

Official use Only
 ARC #: 1127
 Program ID: MSW
 Status: A
 (A=Approved, I=Information item only, R=Returned)

Please submit the ORIGINAL of this request form and supporting documents (along with an electronic version) to your unit ARC representative, who will deliver them to the Academic Review Committee.

SECTION A: Program Information

Program Title: MASTERS DEGREE IN SOCIAL WORK
 Originator(s) of the Proposal: SOCIAL WORK CONVENING GROUP Proposal
 Date: 12/11/13
 School(s): SSHS Convening Group(s): SOCIAL WORK
 Effective Date: Fall 2013¹⁵ Fall 2014 FALL 2015

Please attach a description of the proposed program, and all supporting documentation including the Provost's pre-approval.

SECTION B: Approvals

Reviewed and Approved by:

Title	Print name	Sign	Date
Convener (if a convening group exists)	EILEEN KLEIN	<i>Eileen Klein</i>	12/11/13
Graduate Council Chair	BRIAN CHINNI	<i>Brian Chinni</i>	12/11/13
School Curriculum Committee chair	SAMUEL J. ROSENBERG	<i>Samuel J. Rosenberg</i>	12/11/13
Dean	SAMUEL J. ROSENBERG	<i>Samuel J. Rosenberg</i>	12/11/13

ARC Disposition:

- ARC recommends approval by the Faculty Assembly
- ARC does NOT recommend approval by the Faculty Assembly

ARC Chair: *S. Raundel* print & sign Date: 3.5.14

The ARC recommends the following:

Office of the Provost Use Only:

Approved Not Approved Provost Signature _____ Date: _____

¹⁵ Proposal must be received by ARC by October 15th 2012. Additional approvals beyond ARC are also required; therefore the program may not be approved in time for Fall 2013.

Program Proposal
Master of Social Work Program
(ARC Submission, Feb. 2014)

Statement of Proposal:

The Social Work Convening Group proposes to institute a *Master of Social Work*, commencing in the fall 2015 semester.

Rationale for Proposed Program

The rationale for the implementation of a *Master of Social Work* is grounded in the tireless commitment of Ramapo College of New Jersey to the preparation of social workers who are highly competent in their academic discipline. In keeping with both its overall mission and strategic plan, the *Master of Social Work* will serve to provide and expand educational opportunities for individuals, regardless of age, race, gender, sexual orientation, ethnicity and economic background, who desire personal and/or professional development.

As one of New Jersey's public colleges and universities (including Rutgers, the State University of NJ), Ramapo College must continue to remain competitive with all other higher education institutions, particularly its public counterparts that, like Ramapo College, have substantially lower tuition rates. Given the outstanding reputation and long-standing success of its Bachelors in Social Work Program, Master of Science in Educational Technology (MSET), and the newly developed Master of Arts in Educational Leadership (MAEL) and Masters of Special Education, Ramapo College is in the unique position to enter into a new and important market. In summary, the *Master of Social Work* will specifically serve to:

- Prepare high quality accredited social workers.
- Increase the pool of high quality, New Jersey certified Social Workers.
- Establish a revenue source for Ramapo College that taps into a new market and meets social work needs in the immediate region.
- Contribute to, and take advantage of the overall outstanding reputation of Ramapo College, the Social Work Program, and the other SSHS Masters' Programs; existing relationships and professional partnerships with local social work agencies and collaborative relationships with municipal, county, state, federal and private social welfare agencies in the Metro NY area.

- Enable the Ramapo College to meet the extensive number of requests from students for a graduate degree in Social Work that effectively prepares them for service in the field.
- Respond to state and national shortages of high quality Social Workers. The U.S. Dept. of Labor, Bureau of Labor Statistics, expects the demand for qualified Social Workers to grow faster than average through 2015. Employment of healthcare social workers is expected to grow by 34 percent, much faster than the average for all occupations. As baby boomers age, they and their families will require help from social workers to find care, which will increase demand for healthcare social workers. Employment of mental health and substance abuse social workers is expected to grow by 34 percent, much faster than the average for all occupations. Growth is expected as more people seek treatment for mental illness and addiction. In addition, drug offenders are increasingly being sent to treatment programs rather than jail. The increase in substance abuse programs is expected to grow, increasing demand for mental health and substance abuse social workers.
- Build upon an interdisciplinary and experiential learning philosophy. As such, students will be required to participate in field-based learning experiences under the mentorship of exemplary Social Workers who embrace, model, and have successfully fostered successful social welfare program.

Data supporting the need for a Master of Social Work program at Ramapo College is based on a current market analysis. Anecdotal at present, a significant percentage of incoming students at Ramapo College Open Houses and exiting students in the Bachelor in Social Work Program have expressed interest in such a program. Ultimately, by not offering a Master of Social Work program, Ramapo College will not remain competitive with other institutions of Higher Education offering Social Work programs.

Critical Attributes for Master of Social Work Program

The skills that students will need to thrive in our 21st century global economy are vastly different than that of the Industrial Age – an age for which social welfare programs were created. However, it is quite apparent that most of our educational communities are not adequately equipped to meet the challenge of future social welfare reform. Therefore, meeting the needs of all social workers is even more critical. Professional programs designed to prepare quality and competent social workers must adequately prepare all of our social work students with grounded experience in working with clients. Master of Social Work programs are shifting and there has been an increase in data accountability, and more experiential learning, replacing theory based practices.

Subsequently, as an institution of Higher Education, we seek to prepare students to be social workers who model reflective, innovative behavior while demonstrating care and enthusiasm for life-long social welfare, who communicate effectively, who establish productive relationships, and who respond to the needs of individual clients. Therefore, Ramapo College needs to make sure that we are providing our students with the ability to navigate the social system, the knowledge of the rules and regulations, and the tools to effectively work with clients.

Market Potential, Target Audience, and Revenue Projections

The overall design and curriculum of the proposed *Master of Social Work* program is grounded in the most current research in best practices and reflects the perspective and/or feedback of:

- Social workers;
- Social work agency directors;
- CSWE
- Ramapo Faculty

This feedback informed the proposal development process and helped to further ensure the program's overall alignment to the specific needs, interest and concerns of current and aspiring Social Workers.

The targeted market for the proposed *Master of Social Work* program includes, but is not limited, to the following:

- New Jersey social workers;
- Ramapo College BSW program alumni;
- Current students enrolled in the Social Work program
- Individuals interested in graduate Social Work education in Bergen County, Rockland County and surrounding communities

The Social Work Convening Group projects a minimum enrollment of twenty (20) students in the program's first year of implementation (2015-2016); thirty-five (20) students in second year (2016-17). This projection is based on several factors:

- current labor statistics, trends and growing employment opportunities for Social Workers in New Jersey;
- current and expanding professional partnerships with local agencies that, as noted above, provide a targeted audience for marketing and recruitment;
- adequate resources for marketing and recruiting;
- competitive tuition rates;
- effective and aggressive promotional strategies

- Creation of a “five year” track for Ramapo candidates in which they can obtain a BSW, and the Master’s degree in a five year sequence. This would be accomplished by the students’ completing the BSW program, and then continuing on to the Advanced Standing Program, which is the second year of the fulltime MSW program.

In the end, the proposed *Master of Social Work* program will increase the enrollment of the Bachelor of Social Work Program, and establish a new revenue source for the College. Please see the attached budget. It is important to mention that the minimum enrollment and revenue projections are aligned to a local, campus-based delivery model. Eventually, such projections could be positively influenced by the establishment of satellite campuses housed within select partner school districts. If so, the Assistant Dean will assume responsibilities associated with this program delivery model, including:

- market research and analysis to identify potential satellite locations;
- dialogue with prospective partner districts, specifically those that, due to size, location, and other demographic factors, will be most likely to draw students.

Staffing and Administration

The Social Work Convening Group will initially staff the proposed *Master of Social Work* program with an expanded pool of qualified Ramapo College full-time and adjunct faculty who currently teach in the Social Work Program. In addition, an Assistant Dean of Social Work will be in place by July 1st 2014. The Assistant Dean, in part, will serve as the liaison between the College and local social welfare agencies. The role and responsibilities of the *Master of Social Work* Program Assistant Dean will include:

- planning, designing, and developing curriculum;
- working in collaboration with the Office of Enrollment Management to assist in enrollment and recruitment;
- working in collaboration with the Alumni Office to identify target audience of practicing teachers and prospective educational leaders;
- serving as liaison with CSWE;
- coordinating CSWE accreditation
- scheduling courses;
- ensuring overall quality of instruction through review of course evaluations, observations, on site visitations, etc.;
- recruiting, orienting, supporting and evaluating adjunct faculty and related speakers;
- working in collaboration with social welfare agencies to identify exemplary mentors and respective Field Experience sites;
- maintaining communications and relationships with all stakeholders;

- providing annual report to Dean of Social Science and Human Services, Provost and others, as necessary;
- conducting annual institutional assessments of student learning and effectiveness;
- serving on the Ramapo College Graduate Council.

Program Mission and Overview

The Master of Social Work program will consist of 64 credit hours and will include formal coursework and field internships. Social Workers will be well grounded in philosophical, historical, and legal foundations of Social Work, as well as best practices in the profession.

To make the program attractive to Ramapo College undergraduate students pursuing a Bachelor of Social Work they will have the option to take some credits in the Master's program as an undergraduate. An Advanced Placement Option will be launched subsequent to CSWE accreditation.

The Master of Social Work degree is consistent with the mission of the College because it will:

- promote the teaching and learning of Social Work within a strong liberal arts curriculum;
- promote academic excellence by incorporating three of Ramapo College's four pillars (interdisciplinary curriculum, intercultural understanding, and experiential learning) in its coursework;
- provide students with individual academic attention and support in a caring, intellectually rigorous community of qualified and dedicated graduate faculty and staff;
- provide service and leadership opportunities for students through Social Work experiential field placements and observations;
- support Ramapo College's commitment to providing equal access learning opportunities for individuals who are diverse, under-represented, and/or disabled;
- maintain a positive impact on the surrounding communities by partnering with agencies and sharing resources and facilities in the pursuit of social justice;
- provide service and leadership by preparing work-ready specialists who understand Social Work and the ways in which it directly impacts current educational and societal structures.

The Master of Social Work degree is consistent with the mission of the School of Social Services and Human Science because it will:

- provide students with guided fieldwork that enriches a strong curriculum in human services;
- prepare historically and socially informed students by providing content on the philosophical, historical, and legal foundations of Social Work;
- prepare socially aware students who become advocates for individuals with special needs;
- provide direct, Social Work life experiences in the fieldwork component of the program; and
- prepare students to critically analyze and evaluate societal patterns of Social Work in our culture and promote social justice.

Finally, the Master of Social Work degree is consistent with the goals of the College's Strategic Plan, because it will:

- ensure that student learning emphasizes experiential learning (1.1);
- continue to graduate students who are life-long learners and who possess the necessary skills, knowledge, and ethics to seek enriching experiences and to develop new ways of thinking, acting, and engaging (1.2);
- provide high quality academic experiences (1.1);
- increase access and support for underrepresented student populations (1.4);
- actively seek initiatives, consistent with the College mission, that generate revenue (2.2);
- provide a wide range of activities and programs to meet the needs of resident and commuting students (1.4); and
- augment activities that raise the level of intellectual discussion at Ramapo College (1.3).

Authority for educational licensure is vested in the New Jersey Department of Education. The authority to offer a Masters Program is vested in The New Jersey Commission on Higher Education (N.J.S.A. 18A:68-3). According to the N.J.C.H.E Administrative Code (Title 9A, Higher Education), an institution seeking to offer a degree program must first provide evidence of incorporation and then petition the Commission for licensure to offer a new degree program (9A:1-1.3). Ramapo College of New Jersey is already incorporated with the N.J.C.H.E. Also, because it is accredited by the Middle States Commission on Higher Education, the Commission will accept the reaffirmation of accreditation as sufficient for continued licensure. Thus, Ramapo College is consistent with the mission of the College and the School as defined by the N.J.C.H.E. The Commission defines the mission level of Ramapo College of New Jersey as a Bachelor's Degree granting institution. Ramapo College is also authorized to exceed this mission to offer a Master of Arts (M.A.) in liberal studies (1994), a Master of Science (M.S.) in educational technology (1997), a Master of Business Administration (M.B.A.) (1998) a Master of Science in Nursing (M.S.N.) and a Master of Arts in Educational Leadership (MAEL) (2009). The proposed *Master of Social Work* degree would potentially be added to the list of Master's programs that

Ramapo College has already been authorized to offer. Ultimately, the desired outcome of the *Master of Social Work* is to produce talented and confident Social Workers.

The ability to understand the legalities, appropriately advocate, educate and diagnose Social Work students is extremely complex. Therefore, in order to prepare highly competent social workers who are able to interpret data and apply the results and use research-based best practices, we must create opportunities that enable students to internalize such practices through observation, experiential learning, in actual agency and community settings. The proposed *Master of Social Work* program will allow prospective Social Workers to study under exemplary leaders in the field, those individuals who specifically demonstrate the essential behaviors, beliefs, characteristics and research-based best practices.

Program Eligibility, Admission, and Performance Requirements

To be considered for admission as a full-time matriculated student in the *Master of Social Work* program, an applicant must provide all of the following:

1. A completed application;
2. Minimum 3.2 cumulative Grade Point Average (GPA) earned in baccalaureate degree from an accredited institution;
3. Official transcripts from all institutions previously attended (Baccalaureate degree required);
4. A minimum of two letters of reference.

Academic Standing

Students must maintain a cumulative GPA of 3.00 to remain in good academic standing. Only graduate courses taken at Ramapo College will be used in the GPA calculation. Students whose cumulative GPA falls below 3.00 at the end of any term will be placed on 'academic probation'. The probationary status must be removed by the time the student completes nine (9) additional credits/hours. Students whose cumulative GPA falls below 3.00 for two consecutive semesters will be placed on 'academic dismissal' and will not be allowed to enroll in subsequent terms.

Graduation Requirements

Admission to a Graduate Program does not mean acceptance to candidacy for the Master's Degree. In order to be eligible for graduation, the student must have:

1. Attained "matriculation" status.
2. Completed all the degree requirements with a minimum cumulative GPA of 3.00.

3. Filed a completed degree plan, transcript and graduation application.

Program Goals, Outcomes and Curricular Design

The Ramapo College *Master of Social Work* program has eleven overarching goals, which are in alignment with the Council of Social Work Education. They are:

1. Social Workers shall have in-depth knowledge of the social work best practices.
2. Social Workers shall have a strong foundation of philosophies, evidence-based principles and theories, legal cases, policies, diverse and historical points of view, and human issues in Social Work.
3. Social Workers shall design developmentally appropriate experiences for all clients.
4. Social Workers shall organize and manage a safe, respectful, and responsive agency environment, which fosters diversity.
5. Based upon the individual needs of their clients, social workers will develop long- and short-term plans to design a variety of approaches, resources, and materials in order to develop, adapt, or modify grade or functional level critical thinking, problem solving and performance skills.
6. Social Workers shall use data-driven decision making to understand and interpret the results of assessment information and to evaluate and promote client development.
7. The social worker shall develop professional dispositions and interpersonal skills needed to be a caring, ethical, respectful life-long caregiver.
8. The social worker shall build relationships by collaborating with colleagues, parents, guardians, families and agencies in the larger community to support clients' well being.

Students who successfully complete the Ramapo College *Master of Social Work* will possess the essential knowledge and skills that will allow them to be successful in their new role as a Social Worker.

- **Subject Matter Knowledge.** Social Workers shall understand the central concepts, tools of inquiry, structures of the discipline.

- **Diversity.** Social Workers shall understand the practice of culturally responsive attitudes towards clients.
- **Assessment.** Social Workers shall understand and use multiple assessment strategies and interpret results to evaluate and promote client assistance.
- **Collaboration and Partnerships.** Social Workers shall build relationships with parents, guardians, families and agencies in the larger community to support learning and well-being.
- **Professional Development.** Social Workers shall participate as active, responsible members of the professional community, engaging in a wide range of reflective practices, pursuing opportunities to grow professionally, and establishing collegial relationships.

The proposed program of study is comprised of a cohesive framework of courses that are well grounded in important theoretical studies; a progressive sequence of field-based/experiential learning opportunities to allow for the application of such theoretical models in the school environment; and an integrated research requirement that serves the program's experiences. Students will gain or further their technical skills through web-enhanced and/or distance learning experiences that harness the power of modern information and communication technologies, thus enabling each to regularly participate in practical, meaningful, and relevant professional development. Included in the strategic plan of the Master of Social Work Program will eventually include online and hybrid courses in addition to in-person.

Curricular Design

The proposed program is specifically designed to equip prospective Social Workers with the content knowledge and process skills that are essential for contemporary reflective practitioners. In alignment to both the state and national standards, the program will produce competent Social Workers who, at minimum, demonstrate:

- unique interpersonal and communication skills that will foster positive relationships to service providers, including professional colleagues, clients, parents, policy makers and members of the business community;
- an understanding of best practices, and the ability to lead, support, and promote exemplary social work and learning for a diverse client population, enabling all clients to achieve to their full potential;
- the ability to facilitate the formulation of a shared vision for a community that will effectively serve the 21st century clients and meet the new demands of a social work career;
- an understanding of the nature of political systems, policy, and social welfare law;

- an understanding of social welfare research methodologies and the ability to apply these skills in making inquiry-based, informed decisions;
- the ability to effectively utilize technology in leadership practice; and
- the ability to access, collect, organize, analyze, and manage data-driven decisions.

A comprehensive and coherent assessment system, specifically aligned to state/national standards, will drive the overall program experience. Assessments and course requirements are grounded in authentic, performance-based, activities that will allow the student to immediately integrate new learning into his/her professional practice. In addition to course-specific assessment and evaluation, students will be required to participate in program experiences.

The proposed curriculum requires a total of 64 credit hours in a two-year sequence and leads to a Master of Social Work. Each of the course offerings will be designed to maximize individual engagement through relevant, interactive and collaborative instruction. Course objectives and desired outcomes are achieved through learning experiences that promote collegial discourse, collaborative problem solving, reflective practice, and performance-based applications that require participants to apply specific content and competencies in their professional practice.

The Master of Social Work Program is grounded by the Social Work Theory and Practice courses throughout the 4 semesters and integrated with Field Instruction. Students intern 21 hours a week in a field placement and use their Theory and Practice class to process their field experience. The Director of the Field Program will be in contact with all field agencies.

***Program Course Requirements:
Foundational Year, 500 level courses***

Fall Semester

Social Work Theory and Practice I / Field Instruction I (7 credits, single grade)

Human Behavior and the Social Environment I (3 credits)

Social Welfare Programs and Policies I (3 credits)

Diversity/Oppression, Racism, Privilege (3 credits)

Spring Semester

Social Work Theory and Practice II / Field Instruction II (7credits, single grade)
Human Behavior and the Social Environment II (3 credits)
Social Work Research I (3 credits)
Clinical Practice with Groups (3 credits)

Second Year, 600 level courses

Fall Semester

Social Work Theory and Practice III /Field Instruction III (7 credits,single grade)
Human Behavior and the Social Environment III (3 credits)
Social Work Research II (3 credits)
Elective (3 credits)

Spring Semester

Social Work Theory and Practice IV /Field Instruction IV (7 credits, single grade)
Advanced Social Policy (3 credits)
Elective (3 credits)
Elective (3 credits)

Total credits: 64

Advanced Standing Program

Second Year of the MSW program for student's who have completed A CSWE accredited BSW program in the last five years.

Fall Semester

Social Work Theory and Practice III/Field Instruction III (7 credits, single grade)
Human Behavior in the Social Environment III (3 credits)
Clinical Practice with Groups (3 credits)
Social Work Research II (3 credits)

Spring Semester

Social Work Theory and Practice IV /Field Instruction IV (7credits, single grade)
Advanced Social Welfare Policy (3 credits)
Elective (3 credits)
Elective (3 credits)

Total credits: 32

Evaluation

It will be important to ensure that the *Master of Social Work* program is successfully achieving its overall mission, goals and objectives. To this end, the Assistant Dean and Dean of the School of Social Sciences and Human Services will conduct an annual internal evaluation of the Program. Data will be gathered annually through multiple sources, including, but not limited to: student surveys, student exit interviews, student assessment products, portfolios and grade reports, faculty evaluations, mentor surveys, and related reports. Resulting data will be reviewed annually by the Graduate Council in collaboration with the Assistant Dean. The Council will make recommendations for any necessary Program enhancements that are determined. These recommendations will be formally submitted to the Dean of the School of Social Sciences and Human Services who will, in consultation with the Assistant Dean and Program Director, take necessary actions.

FEB. 2014

RAMAPO COLLEGE OF NEW JERSEY
SCHOOL OF SOCIAL SCIENCE AND HUMAN SERVICES

MASTER OF SOCIAL WORK PROGRAM

Feb 2014

Two Year Full-Time Program

4 Semesters

65 credits

Foundation Year:

Fall

T&P I and Field I	8	
HB I	3	
SWPI	3	
Diversity	3	credits 17

Spring

T&PII and Field II	7	
HB II	3	
Groups	3	
Research I	3	credits 16

Advanced Concentration Year:

Fall

T&P III and Field III	7	
HB III	3	
Research II	3	
Elective	3	credits 16

Spring

T&P IV and Field IV	7	
Advanced Policy	3	
Elective	3	
Elective	3	credits 16

Total credits 65

Dec. 2013
ACCREDITATION STANDARDS 1.0

PROGRAM MISSION AND GOALS

Educational Policies 1.0, 1.1, 1.2 The program submits its mission statement and describes how it is consistent with the professions purpose and values and the program's context.

The Mission of the Graduate Social Work Program

The mission of the Social Work Graduate Program at Ramapo College is to prepare students in advanced generalist practice on the individual, family, organizational, and community levels to combat inequality and oppression in an increasingly global world. Students will be trained in both policy and direct practice to advance social and economic wellbeing and to deliver effective social work services. The Program is committed to upholding ethical principles to guide professional practice and working within a social justice perspective. Students will be encouraged and supported in becoming agents of change by working within communities to meet human needs, while also providing students with the opportunity to develop practical skills that will contribute to their development as future community leaders. A dedication to practicing with the highest level of competence and providing service to individuals, families, and communities is at the core of the curriculum. The Ramapo College Social Work Program seeks to support organizations that have served our students as sources of knowledge and mentorship through field placements and internships.

PROGRAM CONTEXT

The Master of Social Work program educates professionals for the pursuit of social justice with an emphasis on direct social work practice that aims to improve bio-psycho-social functioning through helping relationships.

The Graduate Social Work Program of Ramapo College will prepare their students to:

- Identify as professional social workers and conduct themselves accordingly
- Apply social work ethical principles to guide professional practice
- Apply critical thinking to inform and communicate professional judgments
- Engage diversity and difference in practice
- Advance human rights and social and economic justice
- Engage in research informed practice and practice informed research
- Apply knowledge of human behavior and the social environment
- Engage in policy practice to advance social and economic well-being
- Respond to contexts that shape practice

The goal of the Advanced Generalist Practice MSW Program of Ramapo College is to educate professionals in a *community to global perspective* for social work practice with individuals, families and groups and to provide leadership in the development of knowledge in social work. Agencies within the Northern New Jersey and Hudson Valley, New York region have embraced the creation of collaborative partnerships that foster the learning process through fieldwork internships, while also addressing community needs.

The Program seeks to fulfill its mission by building and transmitting knowledge that is grounded in research informed and evidence based practice, that will help to alleviate human suffering, enhance the vitality and caring capacity of communities, and promote the ideals of a humane and just world.

The Program is committed to the core social work values of: belief in the dignity and worth of all individuals; the centrality and power of caring human relationships; a commitment to social and economic justice that includes freedom from all forms of oppression and access to social goods; and a dedication to practicing with integrity and the highest level of competence.

ACCREDITATION STANDARDS 2.0

Educational Policy 2.0 The Social Work Curriculum and Professional Practice

The explicit curriculum constitutes the program's formal educational structure and includes the courses and curriculum. The explicit curriculum achieves the program's competencies through an intentional design that includes the foundation and the advanced curriculum at the master's level. The MSW curriculum prepares its graduates for advanced practice through the mastery of the core competencies augmented by knowledge and practice behaviors specific to a concentration. (CSWE, 2012)

The Program's mission and goals provide the contextual frame for curriculum content and course objectives. The curriculum is organized over eighteen major courses and three electives covered over two years for the Two Year Program and one year for the Advanced Standing Program.

Two Year and Advanced Standing Program Curriculum

First Year/Foundation

~~Fall Semester~~

~~Theory and Practice I
Human Behavior and the Social Environment I
Social Welfare Programs and Policies I
Cultural Diversity/Oppression, Racism, Privilege
Field Instruction I~~

~~Spring Semester~~

~~Theory and Practice II
Human Behavior and the Social Environment II
Social Work Research I
Clinical Practice with Groups
Field Instruction II~~

see sheet dated
feb. 2014