

COLORADO STATE UNIVERSITY – PUEBLO

SOCIAL WORK DEPARTMENT

Field Placement Application Instructions

Procedure

Students should begin planning for field placement during their junior year and are encouraged to discuss placement with their advisor during pre-registration. Block field placement is considered a full-time educational semester. Students applying for block placement should not jeopardize the placement by over-loading their schedule with additional course work or full time employment.

Application for field placement is due at the designated date announced by the Field Coordinator.

After completing the application for field placement, the student must make an appointment with his/her adviser to discuss the information in the application and obtain the advisor's written recommendation for field placement. The student must submit the completed application and resume to the Field Coordinator. After review of the application, the Field Coordinator will contact the student and arrange an appointment. During this conference, the student's learning objectives and career goals are reviewed to determine potential placement options. Conference with the Faculty Liaison and/or student advisor may be arranged by the field coordinator.

The Field Coordinator will review the applications and make a tentative assignment upon the following considerations:

- Agency commitment to social work education and availability of opportunities to work with individuals, families, groups, and communities;
- Student's past experiences and preference for a particular agency or client population;
- Social work advisor's recommendation for student's enrollment for field placement;
- Advisor's recommendation of a field agency for the student;
- Number of agencies available in a given semester; and
- Availability and expertise of agency-based Field Instructor.

The field coordinator then forwards the student's application and resume to the agency representative and/or prospective agency Field Instructor. The student arranges a personal interview with the agency representative and/or Field Instructor. After the agency visit, the agency and student indicate acceptance of the placement by signing the "Acceptance Contract for Field Placement" and return two copies to the Field Coordinator. Except in cases of extraordinary circumstances students are expected to accept the field placement assignment.

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Field Placement Application

I. Demographic Information

Name _____

Date of Application _____ PID # _____

Address _____

Permanent Address _____

E-mail _____

Telephone _____ Telephone (message) _____

Social Work Advisor

Semester and year field placement _____ Projected graduation _____

II. Academic Preparation

- _____ Institutional requirements have been completed
- _____ General educational requirements completed
- _____ Social work requirements completed
- _____ Student is accepted in the Social Work Program unconditionally (copy of letter attached)
- _____ Social Work Advisor's recommendation for student field placement
- _____ Copy of transcript attached
- _____ Copy of graduation planning sheet attached

Please check the social work requirements you have completed. If you have not completed a course, but are currently enrolled or will enroll concurrently with your

field placement, please indicate in the space provided the semester and year you will take the course(s).

- Biology 100 Human Biology or equivalent
- CS 101 Intro to Chicano Studies or CS 230 Chicano: Social and Psychological Study
- Economics or Political Science Course
- Psychology 100 Intro to Psychology
- Sociology 100 Intro to Sociology
- Women's Studies Course
- SW 100 Intro to Social Work
- SW 201 Human Behavior and Social Environment I
- SW 202 Human Behavior and Social Environment II
- SW 205 Social Welfare in the United States
- SW 210 Social Work Statistics/or other statistics courses
- SW 222 Intro to Social Work Practice (no longer required as of 2016-2017 entry)
- SW 225 Social Work Policies & Procedures (on-line course)
- SW 301 Professional Writing for Social Work (required as of 2016-2017 entry)
- SW 310 Social Work Theory
- SW 320 Human Diversity in Practice
- SW 322 Social Work Intervention I / Individuals
- SW 323 Social Work Intervention II / Groups and Families
- SW 324 Social Work Intervention III / Organizations and Communities
- SW 350 Social Welfare Policy
- SW 492 Social Work Research

Please identify courses from other departments that are relevant to the type of field placement you are requesting.

III. Other Involvement

If the answer to any of the following questions is "yes," provide an explanation.

During the semester of your field placement will you be involved in any of the following programs?

A. Off campus employment: Yes No
(Identify hours, days and place/s of employment)_____

B. University work-study program: Yes No
(Identify hours, days and department)

C. University financial aid, grant or stipend obligations: Yes No

D. Provide a copy of your proposed schedule for field placement; include your class, placement, and work schedule. Students are required to attend the field seminar during the semester(s) in which they are placed, three hours a week for seminar, which is concurrent with your placement. Consider this time in your proposed schedule during field placement.

IV. Field Placement Preference

The matching of students with placements is primarily based upon the availability of a social worker. The ideal is a Field Instructor who possesses a master's degree in social work; however a Bachelor of Social Work, from an accredited social work program, is acceptable with a minimum of three years of experience.

Criteria for selection of field placements will depend on the eligibility of the agency and Field Instructor. Other areas identified in the decision will include the range of learning assignments within the agency, the agency's support for educationally directed field experience, and the feasibility of identifying a Field Instructor with the time and motivation for field supervision. As much as possible, the student's preferences will be considered when making placement assignments.

Please be advised that **most field placement agencies require** a background check and finger-printing, which may include, but is not limited to, criminal and child abuse investigations at the local, state and federal levels. In addition, placement agencies may also require drug testing for prospective interns. Contact Field Coordinator for additional information of clarification.

A. List the fields of practice (types of settings) where you would prefer to do your field placement. (e.g., social services, hospitals, residential childcare facility, nursing home, etc.)

B. List the types of client systems with whom you would like to gain practice experience (e.g., children, adolescents, adults, elderly, families, minorities, etc.)

C. Please explain the reason/s for your selection of the above-named client systems and settings.

D. List your special strengths and skills that qualify you for the placement you are requesting.

E. Language skills. (English, Spanish, Italian, German, etc.)
Identify the languages:

Are you fluent in your language skills?

Include the following areas:

Speaking skills

Writing skills

Reading skills

F. Describe the kind of supervisory environment in which you feel you would function best.

G. What kind of climate is necessary in a field placement in order for you to learn?
What do you expect from a supervisor?

H. List any problems that might affect your field placement (i.e., time availability, transportation, disabilities). Please refer to the requirements of the Americans with Disabilities Act if you have identified a disability and elicit the documentation required. Submit a copy to the Field Coordinator.

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Authorization For Release Of Information

I hereby authorize the Social Work Department to release the information provided in the Field Placement Application and resume to potential field placement agency and Field Instructor. This does include permission to submit information regarding special conditions and/ disability documentation.

Print full name _____

Signature _____

Date _____

I hereby authorize the Social Work Department to release the information provided in the Field Placement Application and resume to potential field placement agency and Field Instructor. This does not include permission to submit information regarding special condition and/or disability documentation.

Print full name _____

Signature _____

Date _____