

Student Name: _____

Application for BSW Field Practicum

Directions:

The field education process is a partnership involving the social work program, field education department staff, social work faculty, field placement sites, field instructors and social work students. Your mindful, thorough, completion of this application supports that process and allows us to move forward in developing a positive field placement. Students who return incomplete or late practicum application and/or do not actively collaborate with field education staff will risk delayed entrance into the field and subsequent delay in completing field requirements.

- It is essential that you **review the Field Education Manual prior to completing this application.** This will help you to understand the specific requirements of your field placement and the field education process. The Manual and electronic versions of all documents are available on the Social Work Website Field Education Page: <http://www.westfield.ma.edu/academics/social-work-department/field-education>
- **Complete the application electronically.**
 - Click the appropriate check boxes and/or type information in the text boxes.
 - Be sure to save your completed application in the following format: last name,first name,FieldApp (i.e. “Smith,Jane,FieldApp.pdf”).
 - The application is **only considered complete when an electronic copy of a current resume is also provided as a separate document.** A current resume should include your status as a social work student and any related social work experience (i.e. previous internships, volunteer experience, etc.).
 - Provide an electronic copy of the **completed** application by the Due Date to: Maria Mead, Assistant Field Education Director at: mmead@westfield.ma.edu

Please check all that apply:

I have completed my BSW Program Application (***You must be accepted into the BSW Program in order to start the placement process***)

I am applying for BSW Field Placement

I am applying for an Employment Based Field Placement

- If yes, please review the section in the Field Education Manual that discusses this type of placement. You will need to complete an **Application for Employment-Based Field Practicum** (*available on the Social Work Website*) **in addition to this application.** Your application will only be considered complete when **both** applications are received. As with all placements, the final approval for an Employment-Based Placement is made by the Field Education Department.

My Contact Information:

1. Best **Phone number** to contact me: _____

Does this Phone number change during Semester Break or during the Summer Months? Yes No

If yes, please provide the best Phone number to reach you during those times: _____

2. **Email Address:** *Your Westfield State email address is considered to be your primary email address, both during the academic year and the summer. **You are expected to check this email regularly as this will be the primary way the field department will communicate with you during the field education process.***

FIELD PLACEMENT INTERESTS AND EXPERIENCE

While meeting your educational needs and program requirements are necessarily the first criterial for field placement, your preferences are also considered. It is important for you to understand that, while your preferences will be considered to the extent possible, ***this does NOT mean that all of your preferences can/will be met in your field placement assignment.***

Client Population/Setting

- Are there specific *client populations and/or settings* (i.e. children, older adults) or *practice areas* (i.e. addictions, child welfare, medical facilities, residential services, schools, etc.) you are particularly interested in? Please discuss your interest (*including why these populations interest you and what, in particular, interests you about these populations*) and any previous experience you have in any of these areas?

Location of the Placement

Students should expect to complete their field placements in a location that is ***within no more than a sixty-mile radius of Westfield State University***. Is there a particular geographic location/town within this radius that you prefer to complete your field placement?

Yes, please specify location and reason: _____
No

Your address during the timeframe you will be completing your field placement:

Street: _____
City, State: _____

- **TRANSPORTATION**

- Do you have a valid driver's license? Yes No
- Do you have access to a car for travel to and from your field placement?
 Yes
 No
 - If you answered "**No**" to either of the above questions, how will you travel to and from your field placement? _____

****It's crucial that students understand it is your responsibility to arrange transportation to and from your internship. The lack of transportation will severely limit the ability to complete a BSW internship.***

Your Availability

Generally, placements begin in September and end in early May of the following year, with an overall requirement of 480 hours. **It is crucial that you review the sections of the Field Education Manual that detail the policies related to eligibility for placements.** Students are expected to do most or all of their placement hours during regular daytime business hours. While some evening and weekend hours may be arranged under certain rare circumstances, and may be available to students, there are very few placement sites that offer evening and weekend placement hours, especially with the required level of supervision. In addition, all students are required to participate in at least some regularly scheduled agency staff and clinical meetings, which are generally held during daytime hours, in order to gain the full experience of working in a social service environment. Most students find it is easier (*and most sites strongly prefer or require*) to set aside two or three days with longer timeframes instead of trying to work only a few hours over several days. Please list your availability (start and ending times i.e. 8am – 4pm). Also, please keep in mind that your Social Work classes during your senior year will be held on Tuesdays and Thursdays.

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Sat/Sun</i>

ADDITIONAL INFORMATION

- If you have reason to believe that a specific agency/organization is available to you for a field placement, please provide that information here (***including agency/organization name and specific contact person's name, email address and phone number***) and we will contact the person to discuss field placement requirements and whether or not an Affiliation Agreement can be established between the site and Westfield State University. We always welcome your ideas for new placement possibilities.

- Do you have any particular skills or qualifications that may apply to specific client populations or practice areas (i.e. fluent in a language other than English, CPR training, licenses, etc.)?
 Yes, please explain: _____
 No

- Have you completed *previous field placements*? Yes No
 - If yes, please describe the location of the placement, nature of the placement(s), the aspects of the placement(s) you felt most useful.

- Most human service organizations are required to perform any/all of the following checks before accepting students for placement:
 - Criminal background (CORI)
 - Sex Offender Registry
 - Protective Service agencies will check to see if student applicants have histories of involvement with Protective Services.
 - Some organizations may have additional requirements regarding medical clearances prior to acceptance.
 - Additionally, students may not be placed in settings where there is a potential or known conflict of interest and/or dual relationship.

Students are strongly encouraged to discuss any circumstances that may disqualify them for certain placements with a member of the field education staff so that appropriate placement assignments may be made and that you are not considered for a

placement where you may ultimately not be accepted. Your responses to the following will help us to select appropriate placements:

- Are there any reasons you could not complete a field placement in a specific agency due to a conflict of interest and/or potential dual relationship (*i.e. have previously worked there and/or have relatives or friends that work there, you or a family member receive(d) services there, etc.*)? Students with questions about whether or not a specific situation involves a dual relationship or a conflict of interest should discuss their specific situation with their assigned field education staff. Yes No
 - If yes, please explain:

- Have you ever been convicted of a crime (*misdemeanor and/or felony*) and/or have a negative CORI and/or criminal history in Massachusetts or any other state? Yes No

- Are you currently, or have you ever been, a client with the Department of Children and Families (DCF, formerly the Department of Social Services, DSS) in Massachusetts or any other state? Yes No

- Do you have a documented disability that you expect to make a request for reasonable accommodations within a field placement? Yes No
 - If yes, you must contact the Banacos Academic Center on Campus to determine potential accommodations for that documented disability before the field placement process can proceed. Written specifics of those potential accommodations must be provided to the Field Education Staff by Banacos Academic Center prior to your field placement process. It is very useful to create a collaborative process between the Field Department, the Banacos Academic Center and the student, particularly since possible field placement sites will require clarity of reasonable accommodations that are being requested as part of the interview and decision process. Also, if appropriate, please provide any information below that you believe might be helpful to us in locating the best possible field placement for you.

- Many field settings, particularly medical facilities, require students show proof of immunizations, health clearance from a medical professional and drug testing (*the student is responsible for any associated cost*). Do you have any concerns about the potential of these requirements? Yes No

If yes, please explain or contact your assigned Field Education Staff to discuss further:

- All potential field sites request information about a student's prior work and volunteer experience, a current resume, status within the social work program (*how many years completed, current GPA, courses taken, previous internships, etc.*). While this information is very often crucial to consideration for an interview, we will only provide this information with your permission. Do we have your permission to provide this information and/or send a copy of the resume you are including with this application to a prospective placement representative? Yes No
 - If no, please contact your assigned Field Education Staff to discuss this further.

NARRATIVE

- In narrative form, please discuss three social work related skills and strengths you will bring to a placement, three social work related skills you will need to strengthen during your field placement, and any additional information you feel is relevant as we consider your field placement.

Your electronic signature below confirms the following:

- I have read the Field Education Manual and understand that the information contained in the manual, as well as the information in this field application, represent the policies, procedures, and guidelines that I am required to follow in regard to the field education portion of my academic program of study.
- My responses in this field application are accurate and complete. I also understand that I am responsible for contacting the Field Education Department if any of the information changes at any point in the field education process and/or after I have begun my field placement.

Type Full Name as Electronic Signature: _____

Date Signed: _____