

Student Name: _____

APPLICATION FOR MSW FIELD PRACTICUM

Directions:

The field education process is a partnership involving the social work program, field education program 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 applications and/or do not actively collaborate with field education staff will risk delayed entrance into 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, your WSU email address, 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: Linda Silk, Assistant to the Social Work Field Education Program:
Lsilk@westfield.ma.edu

I am currently enrolled in: MSW, Westfield MSW, Worcester

- MSW 2 Year Full-time Program
- MSW 3 Year Part-time Program
- MSW 4 Year Part-time Program
- MSW Full-time Advanced Standing Program
- MSW Part-time Advanced Standing Program

Please check all that apply:

- I am applying for an MSW Foundation Year Field Placement
- I am applying for an MSW Advanced Year Field Placement in the Traditional MSW Program
- I am applying for an MSW Advanced Year Field Placement in the Advanced Standing MSW Program
- I am applying for an Employment Based Field Placement (*additional application required*)
- I am applying for the IBHC Fellowship (*advanced year only; additional application required*)

- NOTE: If applying for placements that require an additional application, please review the section in the Field Education Manual that discusses the particular type of placement. Your application will only be considered complete when **both** your primary field application and the additional application are received. As with all placements, the final approval for placements is made by the Field Education Program.

My Contact Information:

1. Best **Phone number** to contact me: _____
 - Does this Phone number change during Semester Break or during the Summer Months?
 - No
 - 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 program 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 criteria 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

- Please check any specific *client populations and/or settings or practice areas* you are particularly interested in.
 - Children
 - Addictions
 - Residential Services
 - Older Adults
 - Child Welfare
 - Schools
 - Immigrants
 - Medical Facilities
 - Other: (specify)

Location of the Placement

Depending on the location you attend classes, 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 in Westfield OR within no more than a 30 mile radius of Westfield State University in Worcester.*

Transportation

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

Your Availability

It is crucial that you review the sections of the Field Education Manual that detail the policies related to eligibility for placements. 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 are held in some combination of Monday evening and Thursday evening depending on the program you are enrolled.

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

- Please provide any additional information related to your availability:

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 below (*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. Please remember that students are not allowed to make arrangements for a specific field placement *without* the collaboration and approval of the Field Education Program.

- 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.)?
 No Yes, please explain: _____
- Have you completed *previous field placements*?
 No Yes, please provide where: _____

Most human service organizations are required to perform any/all of the following checks before accepting students for placement.

- ***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:
 - 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? 0 No 0 Yes
 - 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? 0 No 0 Yes
 - Many field settings, require students show proof of immunizations, health clearance from a medical professional, drug testing, and/or sex offender registry check (*the student is responsible for any associated costs*). Do you have any concerns about the potential of these requirements? 0 No 0 Yes
 - If yes, please explain **or** contact your assigned Field Education Staff to discuss further:

 - Do you have a documented disability that you expect to make a request for reasonable accommodations within a field placement? 0 No 0 Yes
 - If yes, you must contact the Banacos Academic Center on Campus to determine potential specific field 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 Program, 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. *It is important to note that accommodations in the classroom may not be accommodated by a specific field placement agency.* 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.

- Additionally, students may not be placed in settings where there is a potential or known conflict of interest and/or dual relationship.
 - 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.
 - No Yes, please explain: _____

- 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?
 - No Yes
 - If no, please contact your assigned Field Education Staff to discuss further.

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 Program 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: _____

Date Signed: _____