Westfield STATE UNIVERSITY

DEPARTMENT of SOCIAL WORK

**Student Name:** _____

# APPLICATION FOR BSW FIELD PRACTICUM

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.

**Directions:**

- It is essential that you **review the BSW Field Education Manual prior to completing this application.** This will help you understand the specific requirements of your field placement and the field education process.
  - The BSW Field Education Manual and other helpful information is available on the Field Education Webpage of the Social Work Department:
  - https://www.westfield.ma.edu/academics/social-work-department/field-education

- Completed Field Practicum Application includes:
  - Application
    - Application should be saved as:
      - Last name, first name, FieldApp (i.e., "Smith, Jane, FieldApp.pdf")
  - Current resume
    - Submitted as a separate document
    - A current resume includes your status as a BSW student and your WSU email address.
    - Please utilize "Tips for Writing a Resume for a Field Placement" and example resume provided for reference and guidance.

- Submit your electronic completed field practicum application (i.e., Field Application and Resume) by November 15, 2021 to:
  - Melissa DeVito, Assistant Field Education Director, mdevito@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 would like to apply for an Employment Based Field Placement

- ❖ If checked, please review the section in the BSW Field Education Manual that discusses this type of placement and contact your Field Education staff to discuss this possibility further.

## MY CONTACT INFORMATION

- Best **Phone number** to contact me:

- Does this Phone number change during Semester Break or during the Summer Months?

  No ☐ Yes ☐

  If you answered "***Yes***", what will be the best number to reach you during those times:

- **WSU 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 the necessary first criteria for a 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 AND SETTING

- Please rank your top three *client populations, settings* or *practice areas* you are interested in.

| | | | |
|---|---|---|---|
| - Children | - Substance Use | - Disabilities | - Homelessness |
| - Schools | - Medical | - Crisis | - Adult |
| - Residential | - Geriatrics | - Immigration | |

- Briefly explain your rankings (why these populations interest you and/or what, in particular, interests you about these populations)? If there is additional information, that would be helpful to share in relation to your rankings. If there are other areas or populations you are interested in, please provide that brief explanation as well. (1000-character max.)

  - Please remember, this is only the beginning of the collaborative field education placement process. You will meet with your assigned field education staff to discuss in more detail your needs and your interests.

## LOCATION OF FIELD 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.

- Will you be living on campus during the academic year?

  No ☐ Yes ☐

  - If you answered "***No***", what will be your address while completing your field placement:

Street: _____

City, State: _____

## 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?**

    _____

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

## AVAILIBILITY

**It is crucial that you review the sections of the BSW Field Education Manual that detail the policies related to eligibility for placements.** Most students find it is more workable (*and almost all 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.

| *Monday* | *Tuesday* | *Wednesday* | *Thursday* | *Friday* |
|---|---|---|---|---|
| | | | | |

- Please provide any additional information related to your availability:

## ADDITIONAL INFORMATION

We always welcome your ideas for new placement possibilities. If you have reason to believe that a specific agency/organization is available to you for a field placement, please provide that information in the available box below. We will contact the person to discuss field placement requirements and determine whether an Affiliation Agreement can be established between the site and Westfield State University. 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.

- Include in the box below: agency/organization name and specific contact person's name, email address and phone number:

- 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. We encourage students to discuss any circumstances that may disqualify them from certain placements with a member of the field education program. Answering the following questions will allow for the most appropriate placement assignment to be secured, if possible.***

- 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?

  No ☐ 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?

  No ☐ Yes ☐

- Many field settings require students provide proof of immunizations (including COVID-19 vaccination), 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?

  No ☐ Yes ☐

  - If yes, please explain ***or*** contact your assigned Field Education Staff to discuss

- Do you have a documented disability that you expect to make a request for reasonable accommodations within a field placement?

  No ☐ 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 Program 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.*
  - If appropriate, please provide any information below that you believe might be helpful to us in locating the best possible field placement for you.

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.

## NARRATIVES

As you know, Social Work Education is Competency based. We have included the Social Work Competencies at the end of this application for your reference. With the competencies in mind…

- Describe three social work competencies and/or skills you will bring to a field placement: (1000-character max)

- Describe three social work competencies and/or skills you would like to further develop during your field placement: (1000 character max)

Please share any additional information you feel is relevant for the Field Education Program to know: (1000-character max)

**Your electronic signature below confirms the following:**

- I have read the BSW 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:**

# WSU Social Work Competencies

## BSW & MSW Foundation Social Work Competencies

### Competency #1: Demonstrate Ethical and Professional Behavior:

- Social workers understand the value base of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels. Social workers understand frameworks of ethical decision-making and how to apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize personal values and the distinction between personal and professional values. They also understand how their personal experiences and affective reactions influence their professional judgment and behavior. Social workers understand the profession's history, its mission, and the roles and responsibilities of the profession. Social Workers also understand the role of other professions when engaged in interprofessional teams. Social workers recognize the importance of lifelong learning and are committed to continually updating their skills to ensure they are relevant and effective. Social workers also understand emerging forms of technology and the ethical use of technology in social work practice.

### Competency #2: Engage Diversity and Difference in Practice:

- Social workers understand how diversity and difference characterize and shape the human experience and are critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including but not limited to age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that, as a consequence of difference, a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. Social workers also understand the forms and mechanisms of oppression and discrimination and recognize the extent to which a culture's structures and values, including social, economic, political, and cultural exclusions, may oppress, marginalize, alienate, or create privilege and power.

### Competency #3: Advance Human Rights and Social, Economic, and Environmental Justice:

- Social workers understand that every person regardless of position in society has fundamental human rights such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers understand the global interconnections of oppression and human rights violations, and are knowledgeable about theories of human need and social justice and strategies to promote social and economic justice and human rights. Social workers understand strategies designed to eliminate oppressive structural barriers to ensure that social goods, rights, and responsibilities are distributed equitably and that civil, political, environmental, economic, social, and cultural human rights are protected.

### Competency #4: Engage in Practice-informed Research and Research-informed Practice:

- Social workers understand quantitative and qualitative research methods and their respective roles in advancing a science of social work and in evaluating their practice. Social workers know the principles of logic, scientific inquiry, and culturally informed and ethical approaches to building knowledge. Social workers understand that evidence that informs practice derives from multi-disciplinary sources and multiple ways of knowing. They also understand the processes for translating research findings into effective practice.

### Competency #5: Engage in Policy Practice:

- Social workers understand that human rights and social justice, as well as social welfare and services, are mediated by policy and its implementation at the federal, state, and local levels. Social workers understand the history and current structures of social policies and services, the role of policy in service delivery, and the role of practice in policy development. Social workers understand their role in policy development and implementation within their practice settings at the micro, mezzo, and macro levels and they actively engage in policy practice to effect change within those settings. Social workers recognize and understand the historical, social, cultural, economic, organizational, environmental, and global influences that affect social policy. They are also knowledgeable about policy formulation, analysis, implementation, and evaluation.

### Competency #6: Engage with Individuals, Families, Groups, Organizations, and Communities:

- Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers value the importance of human relationships. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand strategies to engage diverse clients and constituencies to advance practice effectiveness. Social workers understand how their personal experiences and affective reactions may impact their ability to effectively engage with diverse clients and constituencies. Social workers value principles of relationship building and interprofessional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate.

# BSW & MSW Foundation Social Work Competencies Continued...

### Competency #7: Assess Individuals, Families, Groups, Organizations, and Communities:

- Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in the assessment of diverse clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of assessment with diverse clients and constituencies to advance practice effectiveness. Social workers recognize the implications of the larger practice context in the assessment process and value the importance of interprofessional collaboration in this process. Social workers understand how their personal experiences and affective reactions may affect their assessment and decision-making.

### Competency #8: Intervene with Individuals, Families, Groups, Organizations, and Communities:

- Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers are knowledgeable about evidence informed interventions to achieve the goals of clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to effectively intervene with clients and constituencies. Social workers understand methods of identifying, analyzing and implementing evidence informed interventions to achieve client and constituency goals. Social workers value the importance of interprofessional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, interprofessional, and interorganizational collaboration.

### Competency #9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities:

- Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations and communities. Social workers recognize the importance of evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers understand qualitative and quantitative methods for evaluating outcomes and practice effectiveness.