

Field Application Checklist

1. Did you type the application?
2. Did you apply for graduation?
3. Did you include your autobiographical statement?
4. Did you include your three letters of reference?
5. Do you have two copies of your application packet to submit?
6. Did you sign up for a 30 minute placement interview with Ms. Rougas?
7. Have you reviewed your SASS Audit / Graduation Screens?
8. Did you submit your packet to Bldg. 85/160 by the deadline?

COVER SHEET FOR SOW 4510 FIELD INSTRUCTION APPLICATION

(Please read instructions before completing the application. **Do not affix a copy of the instructions to your application packet**)

Application Procedure:

Students must apply for field instruction the preceding semester. For students entering field in the:

- Fall semester – deadline 1st Friday in June
- Spring semester – deadline 1st Friday in October
- Summer semester – deadline 1st Friday in February

Students applying for field instruction must submit a completed, **typed** application which includes the following:

1. Completed demographic information.
2. A typed autobiographical professional introduction, typically two (2) pages in length. This introduction is intended to provide the agency supervisor with a brief overview of the potential intern.
3. Three (3) letters of recommendation from individuals who have known you on a professional basis, other than social work faculty.
4. A signed statement that the student has read and understands both the "Choosing to Help" Social Work Student Handbook and the "Field Instruction Manual" available online.

Students are required to submit **two (2)** completed application packet to the main Social Work office, Building 85/Room 133, **prior** to the Friday deadline. Students may submit the application packet up to two (2) weeks in advance of the deadline. Students should retain a copy of their completed packets for their own files.

Students should be aware that the application is not confidential and will be shared with perspective field agencies and with the social work faculty. Providing false information on the application will disqualify students from entry to field.

Students applying for an out of area placement site **must apply two semesters prior to beginning their field placement** and attend the senior seminar course the semester prior to beginning their out of area field placement.

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Placement Process:

Students should sign up for a field placement interview **when they submit their completed application packet**. Each student applying for field instruction will meet with the Field Coordinator, Ms. Rougas, for approximately thirty (30) minutes. The purpose of this interview is to:

1. Review the completed application packet.
2. Complete an academic graduation review to determine eligibility to enter field instruction.
3. Discuss students' preference for field of practice and potential agency placement sites. The students' top three (3) placement site preferences will be noted. Whenever possible the student will be placed in one of three (3) preference sites, however the field coordinator is responsible for the final determination.
4. Discuss any questions the student has regarding field instruction and the Senior Seminar course.

Following the completion of the field placement interview, **the field coordinator will contact agency supervisors** to arrange the field internships. Students are **not** to contact agencies to arrange placement unless specifically requested to do so by the field coordinator. If the agency supervisor agrees to interview the student the student's field application is sent to the agency. A placement letter is sent to the student requesting that the student contact the agency supervisor listed to arrange an interview time. Should either the agency supervisor or the student decline the placement the field coordinator should be contacted as soon as possible to arrange alternative placement.

Students must attend the mandatory field orientation meeting scheduled the preceding semester. This three (3) hour orientation is *usually* scheduled the last Friday of the preceding semester during the final week.

The faculty of Social Work recognizes a significant responsibility to the community, the Social Work profession, and the student, in approving any individual for a Field instruction experience. The faculty reserves the right to exercise discretionary judgment regarding the student's professional values, ethics, orientation to the profession, and appropriate level of skill for a beginning professional. Application for Field placement is contingent upon faculty review and consensus related to the readiness to assume the responsibilities inherent in the field instruction experience. Applicants who have not met the eligibility requirements may be required to complete remedial work and/or prerequisite preparation as determined by faculty consensus. No student shall be placed in Field instruction if the student had, twice previously, attempted and was unsuccessful in an agency placement, including the practicum for introduction to Generalist Practice.

Minimum Eligibility Requirements:

1. Students must have senior status. Students register for field instruction in their **final** semester. Any exemption must be approved by the Field coordinator.
2. Students must have a minimum overall G.P.A. of 2.0 and a minimum G.P.A. of 2.5 in the major.
3. Students must have a “C” grade, or higher, in all Social Work courses.
4. Student must have met all General Education requirements or have an A.A. degree. Students must have completed all required non social work courses for the major.
5. Be advised that some field placement agencies require that the student have successfully completed the **CLAST exam** as a pre-requisite to accepting them as an intern. Therefore students are *highly encouraged* to complete the CLAST exam prior to applying for field placement.
6. Be advised that **most** social work field placement agencies require a **criminal background check**. **Students with prior criminal convictions should be aware that their record will limit the number of potential placement agencies**. Some agencies require that the student absorb the cost of their criminal background check.
7. Students may **not** enter field instruction with any *incomplete* “I” grades. Should the student receive an “I” grade at the end of the preceding semester, it is **the student’s responsibility to complete all requirements prior to the first day of field placement**. Students will be required to present to the field coordinator a written statement from the course instructor that all requirements have been completed and that the student will earn a passing grade, “C” or higher in social work courses, in order to remain in field instruction. The student may be placed on a suspended status until a passing grade is assigned for the incomplete course.
8. Students must complete all practice courses and their prerequisites prior to entering field instruction. Students may elect to take **one course only**, either **SOW 4233 Social Justice, Action & Policies** or a **Social Work elective** concurrent with Fields Instruction and Senior Seminar.
9. Students must have the **approval** of the social work faculty. The field coordinator will present a list of field applicants to the faculty for consideration.
10. Students must complete the field internship hours in one semester; any exceptions must be approved by the field coordinator. If the student is approved to complete the field internship **over two semesters**, the student must complete sixteen (16) hours per week, in blocks of three (3) hours or more, and attend the senior seminar course during the **first** semester.

FIELD INSTRUCTION APPLICATION FORM

Complete the following form & provide answers to the best of your knowledge. All information provided is used in planning & confirming your field placement.

Please type all information:

NAME: _____ DATE: _____

SEMESTER GRADUATING: _____

APPLICATION FOR GRADUATION SUBMITTED: _____ YES _____ NO

DOB: _____ DRIVER'S LICENSE NUMBER: _____

MARITAL STATUS: _____ NUMBER OF DEPENDENTS? _____

LOCAL ADDRESS: _____

CITY: _____ STATE _____ ZIP CODE: _____

HOME PHONE: _____ CELL PHONE: _____

PERMANENT ADDRESS: (if different) _____

CITY: _____ STATE _____ ZIP CODE: _____

EMPLOYER: _____ WORK PHONE _____

WILL YOU WORK DURING YOUR INTERNSHIP? _____ YES _____ NO

If yes, # of hours per week: _____

UWF Student E-Mail Address: _____

EMERGENCY CONTACT: _____

RELATIONSHIP: _____

PHONE: _____

PLACEMENT PREFERENCES:

WHAT POPULATIONS / AGENCIES WOULD YOU PREFER TO WORK WITH?

ARE THERE ANY POPULATIONS WITH WHOM YOU DO NOT WISH TO WORK? (PLEASE LIST AND EXPLAIN)

WHERE DID YOU COMPLETE YOUR 120 HOUR PRE-PRACTICUM INTERNSHIP? WHAT DID YOU LEARN FROM THAT EXPERIENCE?

WHAT ARE YOUR CAREER PLANS AFTER GRADUATION?

IDENTIFY COMPLETELY ANY SCHEDULING DIFFICULTIES YOU MAY HAVE DURING YOUR FIELD INTERNSHIP:

DO YOU HAVE A DISABILITY THAT SHOULD BE CONSIDERED IN YOUR PLACEMENT? __ YES __ NO

(To have reasonable accommodations made under the ADA you need to register your disability needs with The Office of Student Services) If yes, please explain:

WHAT HOBBIES AND ACTIVITIES INTEREST YOU?

DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH? ____ YES ____ NO
(please specify) _____

WHAT PROFESSIONAL ORGANIZATIONS ARE YOU A MEMBER OF? (ie. SSWO, NASW)

HAVE YOU EVER BEEN CONVICTED OF A CRIME? __ YES __ NO
(If yes, please explain and attach any relevant documentation)

**HAVE YOU EVER BEEN NAMED AS A POTENTIAL PERPETRATOR IN
A DCF / FFN REPORT? __YES __NO**

(If yes, please explain and attach any relevant information)

STRENGTHS: *(please briefly state the skills, experience, or strengths you feel you possess)*

LEARNING NEEDS: *(briefly state the challenges you will have & skills you need to learn in field)*

BRIEFLY LIST ANY VOLUNTEER OR WORK EXPERIENCE:

AUTOBIOGRAPHICAL STATEMENT INSTRUCTIONS

PLEASE WRITE A BRIEF AUTOBIOGRAPHICAL STATEMENT WHICH WILL SERVE AS A PROFESSIONAL INTRODUCTION OF YOURSELF FOR THE SUPERVISOR TO READ PRIOR TO THE FACE TO FACE INTERVIEW. INCLUDE SUCH INFORMATION AS:

1. PERSONAL AND FAMILY BACKGROUND
2. WORK OR VOLUNTEER EXPERIENCE
3. INTERESTS
4. MOTIVATION FOR ENTERING SOCIAL WORK
5. GOALS

Please limit your autobiographical statement to three typed pages or less.

Acknowledgement of Risk in the Field Placement

This document is designed to inform you of the potential risks associated with a field placement. It is the Division of Social Work's belief that you have a right to be informed of risks associated with this aspect of your educational and professional preparation, and that with proper knowledge and preparation, risks can be minimized.

1. **Liability Insurance:** Professional liability coverage is provided through the UWF Division of Social Work for students in field internships. Additional coverage is available through membership in NASW and other companies. NASW membership applications are available in the main office in Building 85/133. An important aspect of professional practice is recognizing the limits of your knowledge and skills and avoiding helping situations that are not within your area of competence. Whenever you have a question about the handling of a particular case or whether a given intervention is appropriate, discuss this with your agency supervisor.

2. **Automobile Liability Insurance:** If you will be using your personal vehicle in the field, it is recommended that you check with your insurance company for a clear understanding of your coverage. Ask specifically what coverage you have if something happens while transporting a client. If clients are to be transported, an agency vehicle should be used, if available.

3. **TB Skin Test (PPD-S):** The prevalence of TB in society has seen an increase in recent years. If you anticipate an internship setting that serves populations at risk for TB, it is recommended that you take this test prior to entering the field. Some settings may require this test. You can be tested at the Student Health Center.

4. **Client Office Visits:** You may have a client in your office that becomes agitated or hostile. It is important that you discuss such matters with your agency supervisor early in your internship to be informed of agency policy and recommended courses of action should such an event happen.

5. **Institutional Settings:** Mental health and correctional institution settings serve a client population whose behavior may be unpredictable. It is important that you learn strategies for handling clients whose behavior becomes threatening. Whenever you feel uncomfortable with a client, inform your supervisor. It is acceptable to have your supervisor or another staff person accompany you when visiting such clients.

6. **Home Visits:** It is not uncommon for social workers in a variety of social service settings to conduct home visits. Such visits do expose you to risks. It is important that all home visits be made with the full knowledge of your agency supervisor -time of departure, time of return, other activities while on the trip, etc. Do not conduct a home visit when you feel uncomfortable or threatened in the situation. Return to the agency and report your experiences to your supervisor. Beware of dogs or other household pets that might be a threat. Do not make a visit when the presence of alcohol is detected. It may be appropriate for you to make visits accompanied by your supervisor. **Do not take risks.** Know who to call or what steps to take if you should experience a vehicle breakdown.

7. **After Hours Meetings:** Some social service settings have activities that occur beyond normal office hours. Be aware of the location or neighborhood where such activities take place, note

street lighting, open spaces, shrubs and other growth that might impair vision. It is suggested that you always be accompanied by your supervisor or someone else when going to your car after dark. **Don't take risks.**

8. Hepatitis B Vaccine: Working with high risk clients means there is a chance of being exposed to blood-born pathogens; it is recommended that you get this vaccination. This involves a series of three injections over a six month period of time. The second injection is given one month following the first, with the third coming five months later. Given the time requirements for this protection, it is important that you begin immunization at a time that would give you protection when you enter your internship. This series of immunizations can be administered by the Student Health Center. There is a cost for these series.

I have read the above and understand that a field placement may present some risks. I also understand that prudent choices and exercising caution can minimize these risks. I further recognize that it is my responsibility to become informed of agency policy and practices regarding the above situations, and notify my supervisor and / or UWF field coordinator if any concerns arise.

I hereby give my permission to the UWF Division of Social Work to disclose to potential field instructors and agency supervisors any information about me which will assist in the planning of appropriate field instruction or would be relevant to my performance of social work practice activities.

I also acknowledge that I am fully responsible for the compliance of all deadline dates and the acquisition and understanding of all policies, procedures and performance objectives applicable to this field placement. Failure to comply with any of the above will result in my termination from the placement.

I have read and understand the UWF Student Social Work manual "Choosing to Help" and the UWF Field Manual.

Student Signature

Date