



The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK

Undergraduate Social Work Program Field Practicum Planning Guide and Field Application

Field applications must be received by January 31, 2012

Please enclose the following information with the Field Practicum Application

- _____ Three copies of an up to date resume (one-two pages)
- _____ One copy of your narrative statement (see last page of application for directions)
- _____ Signed Release of Information Authorization and Training Agreement
- _____ Academic Transcript or DARS report

Dear Student:

I am looking forward to working with you in planning for your senior social work field placement for the 2012-2013 academic year. Field practicum is usually approached by students with excitement and anticipation. Field practicum socializes students to the profession by providing opportunities to apply the knowledge, values and skills you are learning in your course work through real life competency-based practice experiences with one of our partner agencies.

This Field Planning Guide and Application provides you with information on relevant Field Education policies, and provides detailed information on the structure of the field practicum.

Field applications for the 2012-2013 academic year will **be accepted until January 31, 2012**. Please be sure your application is complete and includes three copies of your resume, three copies of your narrative statement and a signed and dated field application form and Social Work Field Practicum Student Release of Information Authorization and Training Agreement.

If you have any questions, please contact me by phone 585-395-5884 (campus) 585-395-8455 (MetroCenter) or Email: dfaria@brockport.edu

Sincerely,

Debra Fromm Faria, LCSW, ACSW
Director of Field Education
Visiting Associate Professor of Social Work
Social Work Department
College at Brockport, State University of New York

Pre-Field Practicum Course and GPA Requirements

Before entering the field practicum and field seminar courses, students must complete **all 200 and 300 level courses** required for the major; in addition, students must be in “good standing” as defined below:

1. Continued earning of a grade of “C” or better in every social work course required for the major.
2. Re-taking any social work course in which a grade of below “C” is received, if the course is a requirement for the major.
3. Maintaining a cumulative GPA of 2.5 or better overall and within the major.
4. Continued demonstration of suitability and capacity to enter the profession of social work.

Fall and Spring Semester Concurrent Field Practicum

Most students complete field practicum using our fall and spring semester concurrent model. Students complete 220 hours of field instruction at the assigned agency . Two days per week (16 hours per week) over two semesters for a total of 440 field instruction hours. A bi-weekly seminar in field seminar I & II is required. Students remain at the same agency for both semesters and register for the following field courses:

- Field Instruction I and II : SWO 451- fall semester (5 credits)
- Field Instruction II SWO 453- spring semester (5 credits)
- Seminar in Field Instruction I SWO455- fall semester (1 credit)
- Seminar in Field Instruction II SWO 456- spring semester (1 credit)

Block (one semester) field practicum

Students may apply for consideration of a Block placement. Block placements are structured as a one semester field instruction and weekly seminar class. Students do the same level of work and assignments in one semester as completed by concurrent field students in two semesters. Field Instruction is four days per week (32 hours a week) for a total of 440 field instruction hours. To be considered for a Block placement two additional conditions are required to the list of pre-field practicum course and GPA requirements listed above:

1. Minimum GPA of 3.25 in social work and 3.00 overall GPA
2. Two letters of recommendation from social work faculty

Students approved for a Block placement register for the following field courses:

- Field Instruction: SWO 454 (10 credits)
- Seminar in Field Instruction: SWO 456 (2 credits)

International Field Placements

International field placements are structured as a spring semester block placement. Students must be eligible for a block placement to be considered for an international field placement. International field placements are available in Ireland, and may be available in Costa Rica and Puerto Rico depending on availability of field instruction supervision and partner agreements. If you are interested in an international field placement please check the box on the application form.

Availability during normal day time business hours

Most field placements require availability during normal business hours of the agency. A limited number of field sites provide students opportunity to complete some internship hours during evening or weekend hours, provided there is a qualified field instructor to provide supervision. However, this is an exception and students should expect that field placements will require daytime responsibilities and should plan their availability accordingly.

Important Note: Under no circumstances will students negotiate their own practicum placement.

Field Placement Planning

Placements are assigned based on the information provided in the student's field application with a focus on a generalist level field placement experience.

- The director of field education will post a signup sheet in the Albert Brown building office # 177. Field planning meetings will begin in February. A student can sign up for an in-person meeting or phone conference.
- Based on these discussions, the director of field education matches students with agencies to provide the most appropriate educational experience. A list of three agency placement preferences will be decided (A, B, C) in order of student interest, and the student's field application and materials will be forwarded to the first choice agency. If that agency is not able to provide a placement, option B will be contacted etc.
- The student will receive an interview notice with directions to contact the agency to schedule a field placement interview.
- After interviewing the student, the agency will complete an interview report form and will return the interview report form to the Director of Field Education, indicating whether the student is accepted for field placement. The interview report form will also describe the field placement and will designate the name and contact information for the field instructor.
- The student will complete the *Student Interview Summary Form* and return it to the director of field education within three business days of the placement interview.

Process if student is not accepted for placement assignment

In the event that the field practicum candidate is not accepted for the internship, the Director of Field Education will discuss the reasons for the decision with the agency. There are times when agencies determine a student will not be a good fit with the agency, and other times when concerns or other issues impact the decision not to accept a student intern candidate. The Director of Field Education will discuss the reason for the agency decision with the student and as necessary assist students identify potential barriers impeding field placement assignment. The department chair and academic advisor will be informed if the student is not accepted for an internship by two agencies. Faculty consultation will result in a determination of readiness for field practicum.

Students are expected to accept the placement where they have been assigned, however, if the student has a serious concern about the placement, the student is expected to communicate these concerns with the Director of Field Education. The field director will

assist the student explore questions and reasons. In situations in which compelling reasons to decline the placement are presented by the student, the field director will assign an alternate field placement site.

It is the responsibility of the Director of Field Education to make the final pairing based on students' educational plans, agency ability to provide a quality field practicum, and Program needs.

Employment-Based Field Instruction

In certain circumstances, students may be permitted to complete **one year** of field education in their place of employment. The Director of Field education may grant this exception on a case-by-case review. In such cases the following criteria must be met:

1. The field practicum must be structured in a way that ensures separation of the student's responsibilities as employee and that of student.
2. In order to ensure new learning opportunities, the field placement must be in an area that is different from current, and past work assignments and responsibilities
3. The agency must agree to relieve the student from employment obligations and to assign different responsibilities to the student that meet student learning objectives.
4. The agency must agree that the work-based field placement will have an educational focus.
5. The student must have a different field instructor than her or his job supervisor and a different caseload.
6. The agency must be willing to establish social work affiliation agreements with The College at Brockport, State University.
7. The field instructor must be employed by the agency for at least a year and meet the MSW Program criteria for qualification as a field instructor.

Students requesting an employment-based field instruction are required to submit a formal request and supply the following information to the Director of Field Education:

1. A formal letter requesting consideration of an employment-based field instruction including: detailed description of current employment duties, plan for completing field instruction in a formal way separate from existing work responsibilities. A detailed description of the proposed employment-based re-assignment for field instruction including: the name and contact information of the proposed field instructor.
2. Provide a copy of current job description and description of proposed field practicum
3. Provide a letter of agreement from the agency executive director or appropriate signature. The letter must state that the agency is willing to provide a field placement opportunity that meets required criteria. The letter should also state whether the field placement is requested for a foundation or concentration year placement The agency must also provide a supportive letter indicating that they are in agreement with this plan and agree to release the student from

The Director of Field Education upon review of the required supporting documents will make final approval of the work-based field placement.

Important Note: Under no circumstances may a student accept or pursue employment in the same agency in which he/she is a field practicum student during the period of the field placement without the expressed permission of the Director of Field Education

Student Responsibilities

- Preparation of self for an agency-based professional social work educational experience integrating course material, life experiences, and skill development.
- Complete all field instruction paper work in a timely fashion and work collaboratively with the Director of Field Education to assist in the process of agency selection and assignment.
- Complete all requirements for agency placement.
- Understand the operational procedures, structure, and functions of the agency.
- Act responsibly in all activities undertaken in the agency maintaining confidentially and ethical practice standards
- Act in a professional manner as a representative of the agency to the wider community.
- Read, sign and return the student agreement to the Director of Field Education
- Adhere to the NASW Social Work Code of Ethics
- Assume an active and responsible role in planning the learning objectives and specific responsibilities for the practicum experience.
- Be open to critical analysis and feedback of performance behaviors and integration of learning.
- Take responsibility for setting and preparing an agenda for weekly supervision at the agency.
- Notify the field instructor and faculty liaison in a timely manner of any issues in the field practicum.
- Maintain a schedule for attendance and prompt notification of any absences.
- Complete the required evaluation forms within required timeframes.
- Actively participate in the field evaluation process of student learning.

General Framework for Resume for Field Practicum Application

There are many formats that are appropriate for resumes, this information is provided to ensure that your resume contains the basic required information for a social work field practicum application

Contact Information (name, address, phone numbers, e-mail)

Name
Address
Day Time Phone # Alternate Phone #
Email Address

Placement Objective: A broad statement reflecting your area of field placement interest e.g. "Seeking a graduate social work field placement with child welfare focus" or "I am interested in securing a community-based internship that embraces a client empowerment perspective" etc.

Educational Background (schools and degrees awarded, area of concentration or focus, GPA, include that you are a student at the College at Brockport, do not include high school)

e.g. College at Brockport, State University of NY
Major: Social Work, Minor: Psychology
Anticipated Date of Graduation: May, 2012
GPA 3.25

Monroe Community College
AS Degree, 2009

Certifications Held (list all relevant certifications, this can include CPR or other first aid, drug and alcohol, or any other relevant certification)

Awards or Honors (list any and all relevant forms of recognition for your work or service)

Work Experience (generally list all jobs in chronological order beginning with the most recent, explain major gaps in employment in your cover letter, list dates of employment, job title, and major responsibilities, accomplishments, or skill utilized/acquired. It is important to include internships in this category or under Education)

Volunteer Experience (Include relevant Volunteer Experience)

Publications: if you have had anything published or been a part of writing a grant you should include this.

Workshops: if you have presented any workshops, training's, within an agency or at a conference you should include this.

Additional Skills: If you have other skills or talents you may want to include these. Examples might include additional languages you speak, computer skills, etc.

References Available upon Request: (Some agencies will require references)

**Undergraduate Social Work Program
The College at Brockport
State University of New York**

Sample Interview Notice

To: _____

From: Professor Debra Fromm Faria, LCSW, ACSW
Director of Field Education

Date: _____

Subject: Field Instruction Interview

Please arrange an interview with the following person(s):

Name:	Phone #:	Agency:
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Please complete the Student Interview Outcome Form within three business days of completion of the pre-placement interview.
Thank you

List other pertinent skills and training:

Describe the types of environments that enhance your learning? (E.g. fast paced setting, small program, etc.)

Describe the social work skills you would like to develop?

What are your learning goals?

Describe in general terms, the types of opportunities you are interested in experiencing in your field placement and indicate if you have interest in a specific agency or practice setting (e.g. population setting, experiences).

Please rank the following list indicating the client population that would provide you with a new learning experience. (1 = highest 10= lowest)

Children	Older Adults
Youth	Older Adults and Families
Children and Families	Organization
Adults	Community
Other	Other

Please rank the following list indicating your practice areas of interest

(#1 = first choice, #2 =second choice etc.) If you have interest in a practice area not listed, please indicate the practice area in the "Other" category.

Practice Areas

Adolescent Services	Drug and Alcohol Treatment
Adult protective services	Group work focus
Advocacy	Mental Health
Children and Family Services	Medical Social Work focus
Children's Services	Occupational focus
Child Protective	Older Adult Services
Community focus	Policy/ Macro
Community Organization	School Social Work focus

Academic Information: Current Brockport GPA

_____ Social Work GPA _____ Overall GPA

Plans for employment during the senior year? _____ yes _____ no

If yes, number of hours per week _____ days or evenings? _____

Are you applying for: Rural DSS/CPS placement:** _____ yes _____ no

*** The NYS social work education consortium may have field placement stipends available to students placed with a CPS team in a rural county within the Rochester region.*

International Field Placements are block placements in spring semester of your senior year. GPA of 3.25 in social work courses and 3.0 overall is required. Availability of the host county field sites are dependent upon availability of appropriate social work supervision. Check with the director of field education for eligible field sites each academic year. Some international field placements require the student foreign language proficiency skills to allow for effective practice communication. **Please check if you are interested in exploring the possibility of an international social work block field placement.**

Potential Field Site Countries:

Ireland (existing placement sites) _____

Costa Rica (potential site with past student placements) _____

England (potential site under development) _____

Puerto Rico (potential site under development) _____

Please check if you are applying for concurrent or block placement

Concurrent Placement: _____

(SWO 451&453) placement for two semesters, two days per week

Block Placement: _____

(SWO454) Placement for one semester, 4 days/week

_____ Fall _____ Spring

Block Placement Minimum GPA of 3.25 in Social Work and 3.0 overall and two letters of recommendation from social work faculty are required for Block placement consideration.- Placement is typically Tuesday-Friday.

Student Signature: _____

Date: _____

Undergraduate Social Work Program

Social Work Field Practicum Student Release of Information Authorization and Training Agreement

As a part of the field placement assignment process, the social work field director will need to share student placement materials and other relevant information with potential agencies/field instructors. This includes: discussions with the prospective field instructor, sending a copy of the student's résumé to the potential field agency. By signing this agreement, **I hereby give my permission to The College at Brockport, State University of NY to release any and all information included in my application for field placement to potential agencies/field instructors for the purposes of arranging field placement(s). This release extends to several agencies when necessary for confirmation of a mutually agreeable placement site.**

In consideration for participating in the Undergraduate program of The College at Brockport, and for receiving field practicum training at Affiliate agencies and or organizations that have entered into Affiliation Agreements with the College, **I hereby agree to the following :**

- The student shall assume full responsibility for his/her traveling, parking and associated expenses while assigned to Affiliate.
- The student acknowledges understanding that The College at Brockport and NYS have no liability for the student's transportation; the student further acknowledges that he or she assumes responsibility through their own liability automobile insurance for any traveling, including but not limited to transporting field practicum clients in the student's vehicle during field practicum.
 - Students who are under the insurance of another party must have signatures from the insuring party that they understand that there is no liability assumed by the University for students who choose to drive clients.
- The student shall assume responsibility to ask the affiliate about their policies and procedures regarding client transportation during the field practicum interview process, prior to accepting the field practicum.
- The student acknowledges that Affiliate retains the ultimate authority to control decisions by students in regard to client services and interventions.
- The student agrees to observe the rules, regulations, policies and procedures, and dress codes of Affiliate.
- The student agrees to follow the NASW Code of Ethics.
- The student agrees to abide by HIPAA confidentiality guidelines.
- The student declares that he/she is free from any health impairment that is of potential risk to patients or to other staff or employees or that may interfere with the performance of his/her duties, including habituation or addiction to behavior altering substances.

** Students completing field internship at a health care agency may be required by the agency to demonstrate proof that they are free of active Tuberculosis within one year prior to field placement at the affiliate agency. Some agencies also require proof of health care insurance.

By signing this form, the student agrees to be bound by the terms of this release of information and student agreement.

Print Name

Student Signature

Date

Directions for Narrative Section of Field Application

Please address the following questions in a two-three page typed or word processed narrative essay (include your name on the top page).

1. Explain how the generalist level BSW field placement will assist you with your future goals of employment or graduate school.
2. What types of background or personal experiences do you have working with the client population you have indicated an interest in working with in your field placement?
3. How might working with a different population be of help to your growth as a social worker?
4. Explain how your experiences or your interest will be beneficial in the field placement.