

# Undergraduate Department of Social Work

## SUNY Brockport

### FIELD APPLICATION AND GUIDE 2008-2009 ACADEMIC YEAR

Social Work majors must complete SWO 451 and 453, Field Instruction I and II, and the accompanying seminar SWO 455 & 456 OR SWO 454, Block Field Instruction with SWO 456, during their senior year in our program. The field practicum is usually approached by students with excitement and anticipation. Students are ready to enter the world of social work service delivery, to apply and integrate knowledge, skills and values. **All 200 and 300 level** courses must have been successfully completed prior to the start of field. Field seminar is an accompanying course to the field practicum. It is typically offered at 9:45 every other Monday morning for 2 hours for Concurrent or every Monday for 2 hours if a student is taking Block Field Placement. There will be one late afternoon or evening section offered, as well for Concurrent Seminar. For that reason, the field internship usually is scheduled on Tuesday – Friday for 2 days or 4 days.

This application is completed as part of the Field Application Process. It will be due to me by **Monday, February 4, 2008**. There are a number of ways in which students are informed about the agencies available for field placement.

- 1) You may attend the Field Fair in November to learn first hand how different social workers utilize student interns when working with specific populations
- 2) You may contact senior students for further information on field sites in current use. You may contact many of these students at the Student Social Work Organization.
- 3) Your advisor may be familiar with a variety of settings and would be willing to advise you regarding your professional development and plans.
- 4) There is a large notebook that serves as a directory of local social service agencies that is in the student lounge second semester.

#### Student Responsibilities:

- Preparation of self for an agency-based professional social work educational experience that will reflect an integration of academic learning & life experience.
- Completion of all field work paper work in a timely fashion
- Complete all requirements for agency placement
- Act in a responsible manner that reflects the image of the agency in the wider community
- Adhere to the Social Work Code of Ethics
- Assume an active role in planning the learning activities
- Notify the field instructor and the faculty liaison in a timely manner of any issues in field practicum
- Complete the Student Training Agreement

**Personal Information**

\_\_\_\_\_

First Name Last Name

\_\_\_\_\_

Social Security Number Student number e-mail address

\_\_\_\_\_

Address (during academic year) City State Zip

\_\_\_\_\_

Home Phone Work Phone Alternate Phone

\_\_\_\_\_

Permanent Address City State Zip  
(if different from address listed)

Enrollment status (check one) part-time: \_\_\_\_\_ full-time \_\_\_\_\_

**Work, Volunteer and Field Placement Experience**

List the positions you have held, beginning with the most recent experiences and indicate if it was paid, volunteer or internship

Name & Address of Organization	Position & Description of Skills & Responsibilities	Dates	Status (paid, volunteer, internship)
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1-			
2-			
3-			
4-			

Please list other pertinent skills and training:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will you have reliable transportation on placement days? Yes\_\_\_ No\_\_\_\_\_

(students are advised not to drive clients within the internship but may need a car to get to placement)

Foreign language: \_\_\_\_\_ Fluency: Full\_\_\_ Fair \_\_\_ Poor\_\_\_\_\_  
(identify)

Sign Language: \_\_\_\_\_ Braille: Fluency Full\_\_\_ Fair \_\_\_ Poor \_\_\_

Describe any health restrictions, which might influence the field placement assignment to which you might be assigned (optional)

\_\_\_\_\_

Have you or your family ever **received** services from any of the agencies in which you might be placed?

Yes \_\_\_\_\_ Which one(s)? \_\_\_\_\_

\_\_\_\_\_

No \_\_\_\_\_

### Academic Information

Brockport GPA, as of January this year \_\_\_\_\_

Before entering the field instruction courses, students must complete all 200 and 300 level courses required for the major. In addition, such students must be in “good standing” as follow:

- a) Continued earning of a grade of “C” or better in every social work course required for the major.
- b) Retaking any social work course in which a grade below “C” is received, if the course is a requirement for the major
- c) Maintaining a cumulative GPA of 2.5 or better overall and within the major.
- d) Continued demonstration of **suitability** and capacity to enter the profession of social work.

Plans for employment during the senior year?

Yes \_\_\_\_\_ No\_\_\_\_\_

Number of hours per week \_\_\_\_\_ Days or Evenings? \_\_\_\_\_

- While working full time does not mean that you cannot do a field placement, it may impact the availability of some internship possibilities.
- It is necessary in nearly all internships that you will need to be available at least part of the normal work day
- It is possible to perform your internship at your place of employment if you are interning in a completely different area of the agency and supervision is provided by a social worker who is not your work supervisor.

**Seminar and Placement Preferences**

Please rank the following list indicating the client population that would provide you with a **new** learning experience. (1=highest 5=lowest)

\_\_\_\_Adults            \_\_\_\_Older Adults            \_\_\_\_Youth    \_\_\_\_Incarcerated Adults  
 \_\_\_\_Children and Families    \_\_\_\_Older Adults and Families    \_\_\_\_Incarcerated Youth

Please Rank the following list indicating your practice areas of interest  
 (#1=first choice, #2=second choice #3 choice)

**Practice Areas:**

Adolescent Services	Drug and Alcohol Treatment
Adult Protective Services	Group work focus
Advocacy	Mental Health
Children and Family Services	Medical Social Work
Children’s Services	Older Adult Services
Child Protective	Policy/Macro
Community Organization	School Social Work
Court/Justice System	Social Justice
Developmental Disability	Other (list)
Domestic Violence	

Do you have any special needs or considerations: (e.g. geographic constraints, time constraints, accommodation needs related to a disability etc.)

\_\_\_\_\_yes    \_\_\_\_\_no    If yes, please specify:\_\_\_\_\_

Are you applying for:

**Rural DSS/CPS placement** \_\_\_\_\_ **International Placement** \_\_\_\_\_

**Costa Rica** \_\_\_ **Ireland** \_\_\_ **New Zealand** \_\_\_ **Puerto Rico** \_\_\_ **Viet Nam** \_\_\_

\_\_\_\_\_ **Concurrent Field Placement** (SWO 451 & 453) placement for two semesters, *two days/week Tuesday, Wednesday, Thursday and/or Friday*

\_\_\_\_\_ **Block Field Placement** (SWO 454) placement for one semester, 4 days/week

\_\_\_ Spring \_\_\_ Fall \_\_\_ Summer

Minimum GPA of 3.25 in Social Work and 3.00 overall and 2 letters of recommendation from faculty - **Placement is Tuesday – Friday**

\_\_\_\_\_ **International Field Placements** are block placements in the Spring of your senior year. GPA of 3.25 in social work courses and 3.0 overall is required

All Field seminars are offered on Monday. What is your preference?

\_\_\_\_\_ Monday Morning seminar 9:45 \_\_\_\_\_ Monday Evening seminar 4:00

Since space is limited, please list reason for choosing the evening seminar

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### III. Narrative section

Please type your responses to the following on a separate sheet of paper:

1-Explain how this placement will assist you with your future goal(s) of employment and/or graduate school

2-What types of background or personal experiences do you have in working with the client population you have indicated? How might working with a different population be of help to your growth as a social worker? Explain how your experience or your interest will be beneficial in the placement. Keep your responses to no more than two (2) typed pages.



Checklist:

Please enclose the following information with the Field Practicum Application form

\_\_\_\_\_ Two copies of an up to date resume-try to limit it to one page

\_\_\_\_\_ Signed Student Agreement Form

\_\_\_\_\_ Release of Information

Please submit the complete Field Practicum Application and materials by January 29, 2007 to the attention of:

Mary Jo Schlecht, LCSW-R  
SUNY College at Brockport  
Social Work Program  
350 New Campus Drive  
Brockport, New York 14420

If you have questions, please e-mail me at [mschlech@brockport.edu](mailto:mschlech@brockport.edu) or  
all me at 585-395-5884

## **Social Work Field Practicum Student Training Agreement**

In consideration for participating in the Brockport Social Work program of SUNY Brockport, and for receiving field practicum training at Affiliate agencies and or organizations that have entered into Affiliation Agreements with SUNY Brockport, the student hereby agrees as follows:

- The student shall assume full responsibility for his/her traveling, parking and associated expenses while assigned to Affiliate.
- The student acknowledges understanding that SUNY 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 HIPPA 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.

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of auto insuring party if not the student