

SWRK 181-I/182-I Undergraduate Field Application

Before scheduling your "Field Placement Interview" appointment, you must complete the steps below:

1. Meet with your advisor; please email the Review of Academic Eligibility for SWRK 181 form before you meet with your advisor.

Note: The advising form must be signed by you and your advisor.

2. **Complete and submit this field application through adobe sign tinyurl.com/bafieldapp.** It provides basic information necessary to begin planning your field placement.

Once your completed packet is reviewed and approved, the field office will contact you to schedule your field placement interview.

NOTE: NO APPOINTMENTS WILL BE MADE WITHOUT HAVING ALL OF THE REQUIRED DOCUMENTS.

Do you plan to apply for Title IV-E? **YES** **NO** **UNSURE** Are you a Full Time Employee **YES** **NO**

APPLICATION INFORMATION

Last Name	First Name	DOB (mm/dd/yyyy)	StudentID
Address	Apt#	City	State ZipCode
Preferred Phone #	Fresno State Email Address		

OPTIONAL

Gender: Male Female Non-Binary Decline to answer Do you have children Yes No Ages of children:

Student Ethnicity Spouse's Occupation Spouse City of Employment

IN CASE OF EMERGENCY WHILE IN FIELD PLACEMENT CONTACT

Name of Contact	Relationship	Home Phone	Cell Phone
Address Apt#		City	State ZipCode

Do you speak another Language?

YES NO If yes, please list the language(s):

Do you want a placement where you may use your language skill(s)? YES NO

If yes, are you fluent in any of the three skills listed: Reading Writing Speaking

Will you have use of a car during your field placement?

YES

NO

If yes, are there any restrictions on use? Please explain below.

If no, please explain below how you plan to get to the field agency, visit clients, etc.

CURRENT EMPLOYMENT INFORMATION

If you will be employed during your internship, please provide information regarding your place of employment, work schedule, and plans to accommodate work and internship.

FUTURE EDUCATIONAL PLANS

I plan to work after completion of my BA Degree _____

Continue immediately into graduate study in the area of _____

Work first, and then continue graduate study in the area of _____

Other (please explain): _____

PREVIOUS WORK EXPERIENCE, INTERNSHIP & VOLUNTEER WORK

	<u>Agency Name</u>	<u>Dates</u>	<u>Job Title</u>	<u>Paid/Volunteer</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

PLEASE NOTE: If there is additional information to be considered in planning your internship, please include it on a separate page attached to this application.

I authorize the above material to be reviewed by field instructors and/or supervisors with whom I may be assigned to.

Signature

Date (m/d/yy)

GEOGRAPHIC LOCATIONS

Many of our placements are in communities throughout the San Joaquin Valley. Below are listed the geographic areas in which we plan for field internships. List your preferences for at least three (3) areas. Option 1 for most preferred, 2 for the next most preferred, etc. Please note that placements are NOT available in every location every year. We cannot guarantee that you will receive a placement assignment in one of your preferred areas.

- 1.
- 2.
- 3.

AGE GROUP INTEREST

Please indicate your interest in working with the following groups. Use "1" for highest interest, "2" for the next highest interest, etc. through "4"

Children

Adolescents

Adults (young to middle adult)

Older adults

AREAS OF PRACTICE INTERESTS

Indicate at least four (4) of your field placement interests in rank order. Use "1" for highest interest, "2" for the next highest interest, etc. Please note that placements related to every interest area are not available in every geographic location.

- 1.
- 2.
- 3.
- 4.

Other(identify):

ADDITIONAL INFORMATION (optional)

What else do you want us to consider as we search for a placement that will meet your personal and professional needs?

Field Practicum Student Agreement

The following statements are in accordance with the Department of Social Work Education's policies and procedures. For further detailed information about the field education program, please refer to the Undergraduate Field Education Manual.

Please read the following statements carefully, and sign at the bottom of the page:

1. I hereby certify that the statements contained in this completed SWRK 181-I/182-I Field Application and any other information included as part of the application to field are **true and correct**. I agree and understand that any misrepresentation or omission of any material facts on my part will initiate review by the Field Coordinator and may be cause for delay in, or removal from, field placement.
2. I hereby give permission to the CSUF Department of Social Work Education, and its faculty members, and any of the approved field practicum agencies or field instructors to verify any information contained within this application (including contacting former employers, field practica, and/or field instructors).
3. I understand that any information contained in this field application and any pertinent information relating to my professional student role may be discussed between the DSWE faculty and approved practicum agencies and their representatives.
4. I understand that field agencies may require satisfactory results from a background investigation, fingerprint check, physical examination, TB test, or verification of immunizations, valid CA. driver's license, training etc., in order to begin an internship in the agency. I understand that I will be responsible for the costs of any screenings not covered by the agency. Finally, I understand it is my responsibility to clear these requirements before my internship is scheduled to begin. Delays can result in my falling behind on internship hours and assignments and/or being withdrawn from field and practice classes for this academic year.
5. I shall fulfill the responsibilities of the student intern role, be in compliance with all field policies and procedures as outlined in the Undergraduate Field Manual and the CSUF University Policies and Regulations outlined in the general catalog. This includes but is not limited to the following.
 - a) I have completed, or will complete by the beginning of fall semester, all prerequisites set by DSWE for the field internship. Exceptions must be petitioned and approved before I may proceed into the field internship.
 - b) I will not contact agencies on my own to arrange for a field internship experience;
 - c) I understand that I **cannot** be guaranteed a placement on weekends/evenings and that I will need to make arrangements to participate in my internship for a minimum of 15 hours a week over two semesters.
 - d) I understand that I may be required to commute outside of Fresno city/county for my internship.
 - e) I understand that I shall maintain professional conduct in accordance with the university and department academic policies and standards (including the N.A.S.W. Code of Ethics and professional social work values).
 - f) I understand that I must be enrolled in SWRK 181-I/182-I (field placement) concurrently with SWRK 180/183 (practice classes) in the fall/spring semesters respectively.
 - g) I understand that the Department of Social Work Education makes every effort to place all eligible students but cannot guarantee that an agency will agree to provide me with an internship.
6. If the situation arises and I need to terminate the internship prior to fulfilling my commitment, I shall terminate in an appropriate, professional manner as designated by the department and assigned agency. I will provide **written and verbal notice** as required by the department and agency. All leaves of absence need to be discussed and approved by the department Chair and the Field Coordinator. If I fail to follow these procedures, I may not be allowed to return to the social work program.

I have reviewed and understand the above statements. I agree to comply with all of the above, the university and department policies and procedures, policies as stated in the undergraduate field manual, and the NASW Code of Ethics. If I am not in compliance, I understand that I can become ineligible for field placement. I certify that the information contained in this field application is true and correct.

Student Name:

Date:

Student Signature:

California State University, Fresno
Department of Social Work Education

Legal and Ethical Issues Related to Field Placement Planning

There are legal and ethical guidelines that must be followed in planning field placements for all social work students. These guidelines are in place to insure that agency assignments for field placement conform with federal and state laws, agency policies and the NASW Code of Ethics. There are two primary areas to consider: 1) Conflict of Interest, and 2) History of Felony and/or Misdemeanor Conviction(s).

Please read the following information carefully.

Conflict of Interest

The NASW Code of Ethics states that “social workers should be alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment” (NASW, p. 9). As a social work student, it is considered to be a conflict of interest to engage in field placement in an agency where **you and/or a family member have been a CLIENT and/or an EMPLOYEE**. Thus, social work students may not be placed in an agency where they or a family member have worked, gone to school, or received services such as medical care, mental health services, employment assistance or child welfare services. Since the Department of Social Work Education does not specifically ask for such information, it is the responsibility of the social work student to inform the Field Coordinator/Assistant Field Coordinator and/or department chair of a potential conflict of interest **AND** to decline a placement in which there is a conflict of interest.

Students who interview and accept field placement in an agency where they have a conflict of interest **may be delayed in ability to enroll in field placement, receive a grade of No Credit for field, and/or be administratively dropped from the field placement program.**

Misdemeanor and/or Felony Conviction(s)

Field placements must be planned in accordance with state and federal laws and with consideration of field placement agency policies, including the best interests of consumers. Increasingly, human service agencies are requiring background checks, such as fingerprinting, to insure the suitability of interns for placement in their agencies. Students who have a history of arrest, criminal charges, misdemeanor and/or felony conviction(s) may encounter barriers in the field placement process.

Therefore:

- Students who have a history of arrest of criminal charges that did not lead to conviction(s) are advised to disclose this information to the Field Coordinator/Assistant Field Coordinator and/or department chair to avoid potential problems in the agency placement process.
- Students who have a history of **“job-related” misdemeanor and/or felony conviction(s)** are required to disclose this information to the Field Coordinator/Assistant Field Coordinator and/or department chair during the field placement planning interview unless the conviction(s) have been legally sealed, expunged or statutorily eradicated. Examples of “job-related” convictions would include, but not be limited to, child abuse, substance use/abuse/possession, theft, violent or potentially violent crimes such as domestic violence, assault, robbery, etc.

Students who fail to inform the Field Coordinator/Assistant Field Coordinator and/or department chair of required “job-related” misdemeanor and/or felony conviction(s) and the conviction(s) become(s) known to the department **may be administratively dropped from the social work program.**

I have carefully read and understand the above information and am/will be in compliance with these field placement planning policies.

Name:

Student Signature:

Date:

Field Coordinator: _____ Date: _____