Application for Senior Social Work Field Practicum

Instructions: The following are the instructions for obtaining your senior field placement. This process is to be complete prior to the end of the spring semester. Students are expected to be diligent regarding the completion of the placement process.

Step One:

1. You must complete the field placement application and submit it by the assigned due date that will be announced during the orientation to the field.
2. You must prepare an updated resume. The resume should only be one page in length, free of errors, and utilizing the format suggested.

Step Two:

1. Review the list of potential fields sites posted on the Social Work Website under Field Practicum
2. Identify and print out no fewer than four field site data sheets that represent your interests.
3. Set up an appointment with Dr. Matthews, Field Coordinator.
4. Bring to the appointment a copy of the application, your error free resume, and no fewer than four field placement data sheets. If you have a suggestion for a potential field placement, bring to the meeting the contact information of the potential field site.
5. At the meeting you will receive two referrals for potential field placements. You are not to contact any potential field placements that were not referred by Dr. Matthews

Step Three:

1. You are to immediately contact the field instructors to schedule an interview to discuss the potential of doing your field practicum at that agency. [Please note that the field instructor is interviewing you as well as you interviewing the field instructor. Professional attire should be worn. You should prepare for the interview by reviewing the data sheet and the program website to familiarize yourself with the program. You should prepare questions for the interview with the potential field agency.] Students should note that field instructors are very busy so it is suggested that the student use various methods of contacting the field instructor and be diligent in their pursuit. Make sure that you leave your name and contact information when you call. But do not wait for them to call you back. It is in your best interest to be diligent.
2. Once you have conducted both interviews, complete the preference section of the referral form and return this in HARDCOPY to Dr. Matthews immediately. [All interviews and referral/preference forms must be completed no later than April 1’st.]
3. Once the student’s referral/preference form is submitted and the field instructor’s rankings of the students interviewed is obtained Dr. Matthews will make the final placement.

4. Students will be notified of their placement. If there is not a successful match made the student will be requested to conduct additional interviews.

Name:

Address (School):

Address (Home):

Cell Phone:

Phone:

Email (Eastern email address):

Information

Do you have a driver’s license? Yes [ ] No [ ]

Will you have access to a car? Yes [ ] No [ ]

Do you have childcare concerns that will impact on your availability? Yes [ ] No [ ]

If yes please specify

Will you be employed during this period? Yes [ ] No [ ]

If yes, are your hours flexible? Yes [ ] No [ ] if not what are they

How many hours per week are you expecting to work?

Do you have any special skills that may apply to specific practicum settings or populations (e.g. a second language, ASL, CPR training)?

Do you have any conflicts of interest that would exclude you from working in any specific agencies (e.g., a relative works there, your family has received services there, etc.)?

Many agencies require that you have a criminal background check and may exclude students with a record of certain behaviors. If you have serious motor vehicle infractions or criminal charges/convictions please disclose them so we can plan for an appropriate placement. Do you have concerns Yes [ ] No [ ]. If yes, please make arrangements to meet with the Field Coordinator, Dr. Matthews, immediately to discuss
Many agencies require that potential interns undergo drug testing. If you have any concerns about this please disclose. Do you have concerns Yes [ ] No [ ]. If yes, please make arrangements to meet with the Field Coordinator, Dr. Matthews, immediately to discuss the details of your situation.

### Field Placement Interest

In this section we would like to get some information about populations you might be interested in working with because we make every effort to locate a field experience that matches your interest and abilities. If you have a great deal of experience working with a particular population it might be in your best interest to try working with a different population but, it is not required.

### Population:

What age group would you like to work with in your field experience? Check all that apply but please be as specific as possible.

<table>
<thead>
<tr>
<th>Age</th>
<th>0-5</th>
<th>6-8</th>
<th>9-11</th>
<th>12-13</th>
<th>14-18</th>
<th>19-25</th>
<th>26-60</th>
<th>61- older</th>
</tr>
</thead>
</table>

Check all that apply

Is there an age group that you would prefer not to work with? There is not an expectation that everyone work with every population. The more specific you can be the better.

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</tr>
</thead>
</table>

Check all that apply

### Type of Program

What type of social services program would be of interest to you? Please be specific.

**Program Category:** Behavioral /Mental Health Service [ ] Medical/Hospital Services [ ] Recreational Services [ ] Developmental Disabilities [ ] Addiction Services [ ] School [ ] Pre-School [ ] Housing/Residential [ ] Criminal Justice [ ] Elderly Services [ ] Child Welfare [ ] Community Practice [ ] Advocacy/ Policy Practice [ ] Adolescent Services [ ]

What type of social service program would you not be comfortable working in? Please be specific.

**Program Category:** Behavioral /Mental Health Service [ ] Medical/Hospital Services [ ] Recreational Services [ ] Developmental Disabilities [ ] Addiction Services [ ] School [ ] Pre-School [ ] Housing/Residential [ ] Criminal Justice [ ] Elderly Services [ ] Child Welfare [ ] Community Practice [ ] Advocacy/ Policy Practice [ ] Adolescent Services [ ]