

Field Placement Directions and Guidelines for BSW

Obtaining field placements is a complex and multifaceted process involving up to 100 BSW and MSW students in a semester, on three campuses and over 75 potential agencies who host our students. All students will be placed in time to start the placement at the beginning of the semester. It is VERY IMPORTANT that you follow the established procedures, as noted here, and work collaboratively with the Field Director, field faculty and graduate assistants.

In completing this application, you must list three areas that you are interested in and three counties that you are willing to go to, including one county other than Watauga, Avery, Ashe or Wilkes. To give you some ideas regarding types of placements that may be available and that students have been placed at in the past, the social work website contains a resource guide that has placement sites organized by county. The listing of these agencies is not a guarantee that there will be a placement available the semester that you enter field. You may also suggest agencies that you are specifically interested in. ***Please do not contact the agencies prior to our meeting.***

Each student will meet individually with the Field Director or other field faculty to discuss field placement options and interests. After meeting with all the members of your cohort, a member of the field faculty will examine your interests and the available options for students' placement agencies.

A field faculty member will contact you to tell you where you will be interviewing. She will provide you with instructions for proceeding, including which agency to contact and when to contact them. Some students will know quickly and others may know later due to a field faculty's communication with the agency or changes in the agency.

At times multiple students will want to go to the same site. A field faculty member will make the decision about who will interview for the position and makes the final approval for the placement.

If you want to be placed in a county or in an agency that we have not had a student placed before ***please do not contact the agency until you have met with a field faculty member and obtained permission to do so.*** She often already has information about the agency and their availability.

Prior to entry into field placement, all social work students must complete a Criminal Background Check (CBC) in accordance with the Beaver College of Health Sciences (BCHS) Criminal Background Check Policy. Students must complete a CBC annually, prior to field placement. ***Students are responsible for paying the minimal fee to complete the CBC.*** Students entering field will receive an email from Certiphi at studentedition@certiphi.com and will be required to follow the instructions listed in the email to complete their Criminal Background Check prior to starting placement.

In putting your initials and the date below the student agrees to the above guidelines.

Student

Date

***Appalachian State University Department
Social Work***

BSW Request for Field Placement

This form is available online on the Social Work Program homepage socialwork.appstate.edu. Please complete the form and upload into AsU Learn Social Work Internship site. An individual meeting will be scheduled to discuss possible field placement options. Please do not contact agencies prior to meeting with a member of the field faculty. If you want to do your internship at your place of employment you must complete an *Employment Based Field Placement Application* instead of this application.

Please note that the Department of Social Work requires you to have completed all coursework prior to the semester that you will complete your field placement. You may request an exception by emailing a written request to the Field Director.

Student Information

1. Name:

2. Birthdate:

3. Cohort: On Campus Morganton Hickory

4. Semester: Fall Spring

5. Address while in school:

6. Telephone:

7. ASU Email:

8. Permanent Email:

Add permanent email to alumni listserv for job information and other social work announcements:

Yes No

9. Banner ID:

10. Emergency Contact (Name, Phone Number and Relationship):

Geographic Location/Transportation:

Students may be placed in agencies that are in 150 mile radius of the ASU main campus. Please select three counties that you are interested in being placed in. At least one of the counties must be other than Watauga, Ashe, Avery and Wilkes. You may be asked to pick more choices of counties due to availability of field placement sites.

- 1. _____
- 2. _____
- 3. _____

Indicate factors unique to your situation that are relevant to the geographic location of your placement:

Will you have a car available for field placement? Yes No
Do you have a current driver's license? Yes No

Placement Interests

- 1. Briefly describe what factors led you to pursue a degree in social work?

- 2. What are your career goals at this time?

- 3. What populations have you worked with in the past?

- 4. What populations or issues are you most interested in working with?

Languages

- 1. Other than English, what languages do you speak:

2. If you speak another language, are you seeking a placement that you can use these language skills?

SBIRT

Are you interested in pursuing SBIRT training by completing Module Two (a day long training before field placement starts) and Module 3 during your field placement (online content and quizzes and use in field placement)?

Preparing for Field:

In planning for your success at the field placement site, please think about strengths and areas of concern that may impact your success in the internship. Each student will get the opportunity to discuss this application and your areas of strengths and concerns with the Field Director or other field faculty.

Service Areas:

The BSW field placements must provide opportunities for students to develop generalist social work knowledge and skills in the areas of micro, mezzo, and macro practice. When possible your practice interests will be taken into consideration.

Which service areas interest you most? Indicate your 1st, 2nd, and 3rd preference.

1. Aging (i.e. nursing homes, POA)
2. Substance use disorders
3. Foster care/adoptions (Private)
4. Foster care and adoptions (DSS)
5. Child Protective Services
5. Adult Protective Services
6. Legal (Guardian Ad Litem, Dept. of Juvenile Justice, etc.)
7. Schools
8. Medical
9. Hospice
10. Mental Health
11. Developmental disabilities
12. Interpersonal violence
13. Other (specify)

Specific Agency Requests

Although the Field Director or field faculty member will make the final decision about where a student will interview students are welcome to suggest specific agencies they are interested in. The Field Director will make a visit to any agency that we have not previously had a student placed at in order to assure that there are opportunities to meet the competencies and evaluate if adequate supervision exists. Please do not contact these agencies prior to meeting with the Field

Director or other field faculty. Provide name of agencies (if known) where you would like to placed:

1. Name:
Address:
Phone:
Email:
Contact person/Credentials:

2. Name:
Address:
Phone:
Email:
Contact person/Credentials:

Volunteer and Work Experience

1. *Please submit a current résumé in addition to answering the following questions.*
2. Indicate prior paid or volunteer social service experience. Include the agency, dates, and a brief description of your activities and responsibilities.
3. Briefly indicate your employment experiences, other than social work, including summer and part-time jobs.
4. Please make additional comments about you and your interests in social work that may be relevant to your field placement.

Additional Considerations:

Please note that if your proposal for field placement does not fit into the guidelines set forth in this application you may ask for an exception in writing to be turned in to the Field Director. The Field Director will then present your request to the Field Education Committee.

Student Permission:

Does the Field Director/Field Faculty and the Field Education Program have your permission to share the information in the application, information shared during the field placement meeting and your resume with potential field placement agencies and field instructors? *If you have concerns about the Field Director/Field Faculty sharing any of this information please discuss that with her.*

Yes

No