**Field Placement Directions and Guidelines for MSW Concentration Field Placement**

1. **For Full-Time two year MSW students** the Field Director will meet with students as a cohort in field seminar to review the process to apply for the concentration field placement. Students will be instructed to upload a concentration field placement application or an employment based field application to AsULearn. **Students should not contact agencies until after they have met with the Field Director and have her approval to move forward.**
2. **For Advanced Standing students**: Complete a *Concentration Field Placement Application* or *Employment-Based Field Application located on the social work website under graduate then field education.* Complete this as soon as you are accepted into the social work program if you are scheduled to enter field the following fall. There is a resource guide located there as well organized by county.  Our students have been placed in the past at these agencies. **Do not contact agencies until after you have met with the Field Director and have her approval to move forward.**
3. The Field Director will meet you individually.  If you are applying to be in the Child Welfare Collaborative with a placement at a Department of Social Services in Child Protective Services, you will need to discuss this with the Field Director or designated Field Faculty.
4. Concentration year placement process is different from the foundation year process. During the meeting with the Field Director, students will indicate what agencies they are interested in being placed at.  The Field Director will share information related to deadlines, availability, past student experience and supervision so the student can make an informed decision to pursue a particular placement. The student is permitted to then contact multiple agencies due to the increased competition for concentration placements both within the cohort and with other graduate programs in the 150-mile placement radius. Students must contact the Field Director before contacting any other agencies than the ones discussed at the meeting.
5. For employment-based requests, you must complete the *Employment Based Application for Field Placement*.  Please review the requirements carefully to see if your employment could be considered for a placement site.
6. In planning for your field placement please note that most hours for field placement will be during the day.  There are very limited placements for evening and weekend hours. In obtaining the approximately 16+ hours a week you are encouraged to plan accordingly. The total hours for each semester that must be obtained is 240.
7. During the placement process, the student is expected to check in weekly with the Field Director by email or cell phone to communicate about the interview date, before you contact another agency that was not discussed in meeting with the Field Director and if the agency has offered the student an internship.
8. After the internship has been approved by the Field Director and we have received all of the contact information a contract will be emailed to you.  You and your field instructor will need to sign the contract and return it to us by the date indicated. **Students will not be registered or be able to start field placements until the contract has been signed by the student and Field Instructor and received.**
9. You will **not** register yourself for the field education course.  We complete our part of the process; forward your record to the Dean’s office, which subsequently forwards your record to the registrar.  Please note that if you are full time you will need to complete an overload request. The MSW Program Director is your advisor and will instruct you in this process.
10. The social work department does not require drug screens or background checks although some agencies do require these.  Most agencies that require these tests also absorb the cost of the test. However, some agencies will conduct the tests but require you to cover the cost.  If your agency requires you to obtain the background check and/or the drug test independently, please contact the Field Director and she will refer you to a resource offered by ASU.  It is the student’s responsibility to follow up and pay for the tests. **Students may not start their field placements until the required drug tests or background checks are completed and results have been returned.**
11. Students are permitted to count up to 16 hours prior to the start of the field placement for orientation or training.
12. The Field Director will email students about field orientation and the start date for your field 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***

**MSW Concentration and Advanced Standing**

**Request for Field Placement**

This form is available online on the Social Work Program homepage socialwork.appstate.edu.  Please complete the application and email to the Field Director at thorpha@appstate.edu. 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*.*

**Student Information**

1. Name:
2. Birthdate:
3. Address while in school:
4. Telephone:
5. ASU Email:
6. Permanent Email:

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

Yes  No

1. Banner ID (If Known):
2. 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?

1. What are your career goals at this time?
2. What populations have you worked with in the past?
3. What populations or issues are you most interested in working with?
4. What was your previous field placement (either in Foundation year or BSW program)?

**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?

**Preparing for Field:**

In planning for your success at the field placement site, please think about strengths and areas of concern that may influence 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 Foundation year 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. However, students in the foundation year do not pick a concentration or a specialization

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
6. Adult Protective Services
7. Legal (Guardian Ad Litem, Dept. of Juvenile Justice, etc.)
8. Schools
9. Medical
10. Hospice
11. Mental Health
12. Developmental disabilities
13. Interpersonal violence
14. 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:

1. 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 submitted 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