***Appalachian State University***

***Department of Social Work***

**Field Placement Directions and Guidelines for   
Employment-Based Field Application (BSW & MSW)**

Obtaining field placements is a complex and multifaceted process involving up to 125 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, Program Specialist and graduate assistants.

BSW & MSW Students may request an employment-based field placement. Those in the MSW two-year program may have one employment-based placement. In the circumstance it is decided to be in the best interest of the student to seek an employment-based field placement, the following criteria will be met:

* The student must have an assignment in a unit or program of the agency that is different from his /her employment. This assignment should be in a unit where the student has never worked.
* The Field Instructor must be an MSW with at least two years’ experience in the agency and in their current position where they will be supervising.
* The Field Instructor must not have supervised the student prior to the field placement.
* The student must have been employed for at least one year prior to the field placement.
* The placement must have an educational focus. The role of learner and the role of employee must be kept separate. The student must complete the placement hours with the goal of education rather than work.
* The specifics outlining differing responsibilities as an employee and assignments as a student will be written within the application, which suffices as a partial Learning Contract and Evaluation complete with signatures of Supervisors and Agency Directors. Students will be expected to complete the required hours for the placement separate from hours related to employment.
* An agency that is providing a field placement for an employee must meet the same criteria as other field agencies.
* The *Employment-Based Application* will be submitted by the due date. The Field Director will schedule a meeting with the student, the student’s work supervisor and proposed Field Instructor. After reviewing the application and the agency, the Field Director will make a recommendation to the field committee for approval.

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 of Social Work***

**Employment-Based Field Placement   
Application and Agreement  
BSW and MSW**

This form is available online on the Social Work Program homepage socialwork.appstate.edu. Please complete the form and return by email to the Field Director at thorpha@appstate.edu. An individual meeting will be scheduled to discuss field placements possible with your employing agency. The Field Director will then schedule a meeting with the student, the employment supervisor and the proposed field instructor and subsequently make a recommendation to the Field Education Committee.

The purpose of offering an Employment Based Field Placement is to allow students currently working in a social services agency to maintain employment while completing their field placement. Students must have worked in the agency a minimum of one year prior to the beginning of the field practicum. Students may have only one employment based field experience. An MSW must be located at the agency that can serve as the day to day and weekly supervisor and is not the supervisor for the student’s employment.

**Student Information**

1. Name:
2. Birthdate:
3. Semester(s) of Practicum:

\_ BSW \_ MSW \_ On Campus \_ Distance Ed

1. Address while in school:
2. Telephone:
3. ASU Email:
4. 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):

**Agency/Supervision Information**

Part I.

Employing Agency:

Agency Address:

Agency Telephone:

Current Supervisor & Credentials:

Telephone:

Part II.

Proposed Field Instructor & Credentials:

Telephone:

Email:

Length of time employed at the agency:

Length of time as a supervisor:

Length of time as a Field Instructor/Supervisor:

*Field Instructors that have not supervised a student with the ASU Department of Social Work are required to attend an orientation prior to the semester a student will have the field placement. Please contact the Field Director if you are unable to attend.*

**Placement Interests**

For BSW students briefly describe what factors led you to pursue a degree in social work.

If applicable briefly describe your field placement from the Foundation year or if advanced standing, the BSW placement

Discuss what you liked and did not like about the placement.

What are your career goals at this time?

What populations have you worked with in the past?

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

**Current Employment Responsibilities (be specific):**

**Proposed Practicum Responsibilities** – Specify how your field placement responsibilities will be different than your employment duties.

*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.*

**Schedule:**

BSW students are in field 440 hours per semester for approximately 32 hours a week. Graduate students are in field for 240 hours per two semesters or approximately 16 hours a week. Students are encouraged to schedule separate distinct blocks of time for work and for field placement. If field placement hours are proposed for evenings and weekends supervision must be available during that time.

|  |  |  |
| --- | --- | --- |
| **Weekday** | **Work Schedule** | **Practicum Schedule** |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |
| Saturday |  |  |
| Sunday |  |  |

Total Number of Practicum Hours per Week (approximate):

\_ 16 (MSW) \_ 32 (BSW)

**Other Conditions (explain):**

**Please note that if your proposal for an employment based field placement does not fit into the guidelines set forth in this contract 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.**

**Parties to Agree:**

Signed by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Student Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Employment Supervisor (current) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Field Instructor Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
ASU Social Work Field Director Date

COMMITTEE APPROVAL: \_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_