Foundation placements begin in the winter semester and extend to the end of summer semester in August. All students must be in good standing when entering, or continuing, in the field. This means that the GPA must be at a 3.0 or above and that there are no outstanding incomplete grades in courses that are part of their Program of Study for their MSW degrees. Foundation students are eligible for the Foundation Placement after completing SWRK 510, Generalist Practice I, with a “B” or better, and SWRK 530, Social Work Research Methodology. Students must take SWRK 520 concurrently with SWRK 588, and receive a “B” or better to remain in field for SWRK 589A and SWRK 589B. Students must receive a B or better in SWRK 526 and SWRK 528 in order to enter or remain in the field. Students must follow their approved plans of study in order to apply for field. This placement requires 16 hours per week in an approved agency under the supervision of a qualified field instructor. (See MSW Field Requirements Handout for a complete list of the requirements.)

**All students who are being placed outside their employment (Non-Work Site)**

1) Fill out the attached application.
2) Attach your resume.
3) Do not contact any agency until you receive a placement letter, or communication from the Field Placement Office. If you have suggestions, or requests, include these with your application.
4) Return your completed application to the social work office, in the black box, outside of room 317 Marshall by October 14, 2014. You will be asked to sign a sheet stating we have received your application.

**All students who request placement in their current employment (Work Site)**

- Work site field placements must be in agencies which affiliate with Eastern Michigan University. They must meet our mission and be public or non-profit 501(c) (3) agencies.
- Proposed work site field duties must be in areas that are different from the student’s job, in blocks of time of at least four hours that are segregated from the hours in the job. The proposed activities must constitute a new area of learning for the student.
- The proposed field supervisor must be a regular employee of the agency with a MSW, must have at least two years of post-MSW experience, along with having expertise in the student’s Field of Practice, and must be someone other than the student’s current work supervisor.

1) Fill out the attached application.
2) Attach your resume.
3) Fill out application requesting work site placement.
4) Have your employing agency fill out the work site application.
5) Have your proposed MSW Field Supervisor fill out the resume form and attach a resume.
6) Return your completed application to the black box outside of room 317 Marshall by October 14, 2014. You will be asked to sign a sheet stating we have received your application.

**Warning!**

It is the role of the Field Placement Director and Coordinator to refer students to field agencies for interviews. **Students may not find their own placements.** If you have questions about completing our application, call Claudette Braxton at 734-487-4484. If you are unable to complete the application by the deadline, you must contact Jennifer Kellman Fritz, Field Director, at 734-487-1418 or jkellman@emich.edu prior to the due date. Exceptions will be made otherwise only at the discretion of the Field Director.
Enter Field Placement: ___________________________________________________

Enter Semester & Year of Field Placement

Student Name: __________________________________________________________

Student ID Number: ____________________________________________________

Street Address: _______________________________________________________

City: _____________________________ State: ___________ Zip: _____________

Home Telephone: ______________________________________________________

Cell Phone: _____________________________ ____________________________

Work Telephone: _____________________________ Ext. _____________

E-mail Address: _________________________________________________________

Please fill out ALL SECTIONS of the application, attach your resume & transcript, and put them in the box on the door the Social Work Office, room 317 Marshall. Please sign your name when you return the application. Submit this application by **October 14, 2014**. If you have any questions contact Claudette Braxton at 734-487-4484 or cbraxton@emich.edu or e-mail Jennifer Kellman Fritz, Field Director, at jkellman@emich.edu.

**PLEASE NOTE:** Incomplete applications, missing any of the aforementioned documents will not be processed until completed. If your application is incomplete, you will be notified via email. Applications will be date stamped once they have been verified as complete and processed in the order in which they are received.
EASTERN MICHIGAN UNIVERSITY
School of Social Work
588 Foundation Field Placement Application

Student I.D. #________________________ Date of Application________________________

Name__________________________________________________________________________

Home Address__________________________________________________________________

City____________ State__________ Zip________ County________________________

Home Phone: (____) ______________ Work Phone: (____) ______________

Email Address:______________________________________________________________

Do you have a car in working order? Yes_____ No_____ (Local placements are limited and many may be within a 60 mile radius of EMU.)

Foundation placements are generalist placements and do not need to match your concentration, although they often do.

Concentration:  Family and Children’s Services____
Mental Illness and Chemical Dependency____
Services to the Aging____

Method of Determining Field Placement Site:

____________ Field Placement within the agency in which I am employed
____________ Field Placement site assigned by the Field Office

While we may not be able to accommodate specific interests, we would like to know if you have some ideas about the types of settings or populations with which you might like to develop your generalist skills. Include any information that would help us to develop an appropriate match for you. (Remember that this placement is not focused on developing advanced skills with specific populations.)

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1 Field instructor must be different from our work supervisor; your duties must be different from your work responsibilities
2 The School of Social Work has approved sites for student placements and will select your placement from among them.
Please specify limits regarding hours. Students are expected to have 16 hours available. Requests for alternative hours cannot be guaranteed. In all cases, students are expected to have a block at least six hours of weekday daytime hours available. Hours must be in blocks of at least four hours and total 16 hours a week.

Do you have specific geographic request for the assigned placement? (Not always possible to accommodate)

List any personal interests and/or experiences which would help the field placement staff meet your learning needs:

Do you have a request for accommodation based on a disability? If so, please specify and provide documentation from the Disability Resource Center.

What is your current grade point average? ____________________________ (please attach transcript)

Do you have any incompletes? Yes or No (circle one)
Are you currently on Academic probation? Yes or No (circle one)

Briefly describe your learning goals for this field placement: (please be as specific as possible)

What special skills do you bring to this placement (i.e. ability to speak multiple languages)?

Some agencies request a criminal background check. Do you have any concerns that you would like us to consider that might impact your placement? If so please explain. This will help us find you an appropriate placement. This information is used only for purposes of matching you to a field placement. However, answering this question is optional.

What are your health insurance plans? The University does not carry any HEALTH INSURANCE for students while in field placement. However, all students are advised to have HEALTH INSURANCE coverage. Students should consult with the EMU Student Government for information on the University’s group policy if no
other insurance is available. All inoculations should be current. In some agencies, students are required to provide health information and proof of HEALTH INSURANCE prior to acceptance in placement.

Please *attach your resume* to the completed field application before turning it in. This will help the field office make your placement in a timely manner.

All students are expected to practice by the National Association of Social Worker’s Code of Ethics. Violation of the Code of Ethics may lead to dismissal from the field. Field policies are detailed in the MSW Field Manual.

I agree to abide by the National Association of Social Worker’s Code of Ethics, the policies of Eastern Michigan University School of Social Work, and those of the agency in which I am placed. If I do not meet the above requirements to enter or return to field placement at the start of the semester when I am scheduled to take SWRK 588 or 589, I will immediately inform the Field Office and withdraw from the field class.

I have read the field placement policies and agree to abide by them. Students who do not meet the stated criteria at the start of the semester in which field begins will be required to withdraw from the field placement and the seminar.

_____________________________________________________________________________________

Student signature

Date
ATTACH YOUR RESUME & TRANSCRIPT

STOP

TURN IN PACKET IF REQUESTING NON WORKSITE PLACEMENT.

CONTINUE

FOR WORKSITE PLACEMENT, COMPLETE PACKET AND ATTACH YOUR RESUME & TRANSCRIPT
Student: Please complete the following information and submit this form to your agency director to review and sign.

Student Name: _______________________________ Student Number: ________________

Agency Name: _________________________________________________________________

Address: ______________________________________________________________________

City__________________________ State________________ Zip____________ County________

Telephone: (___) __________

Field Instructor ________________

Work Supervisor __________________

Current Employment Job Description
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Description of Proposed Field Placement
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Specify how placement activities will differ from job responsibilities
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
The following hours are required in field in order to successfully complete the field placement portion of the MSW Program. Indicate which:

Foundation Year: 16 hours per week Winter/Spring/Summer semesters

These hours will be one of the following:

Paid by the agency
Over and above paid hours
A combination of paid and unpaid time

Specify the details of how the student plans to complete your field placement (give the days of week, hours of day; these times need to be in blocks of at least four hours each). This information is required.

The field placement instructor must be different from the student’s work supervisor. In addition, the field placement supervisor must have an MSW degree from an accredited school and two years of work experience.

Please complete the following information regarding supervision planned for field placement available to you at your agency.

Proposed field instructor
Title
School and year MSW earned
Phone: (____) __________
Email Address: __________________________

The following people in the agency have agreed to a plan in which the student, ____________________, will use the agency, ________________, as a field placement site:

*Proposed field instructor
*Work supervisor
*Agency director
*Student

*All of the above must sign this application for it to be processed. Incomplete applications cannot be accepted.
Field Instructor Resume Form  
Eastern Michigan University  
School of Social Work

Name: ___________________________________________ Date: __________________________

Degrees:  
MSW ( ) Date Awarded_________ BSW ( ) Date Awarded_________  
Other Baccalaureate Degree ( ) Major: ____________________________  
Other Graduate Degree ( ) Major: ____________________________

College/University Attended: ___________________________________________________ Dates__________
College/University Attended: ___________________________________________________ Dates__________

Certifications or license: ______________________________

Agency/Organization Name: ____________________________________________________________

Address: _____________________________________________________________________________

Telephone#: _________________________ Fax#_________________ E-mail________________________

Position Title: _______________________________________________________________________

Responsibilities: _____________________________________________________________________

Years Experience in current position: ____________________ As Field Supervisor: ________________

SOCIAL WORK RELATED EXPERIENCE (attach sheet for additional space)

<table>
<thead>
<tr>
<th>Agency/Address</th>
<th>Position</th>
<th>Type of Experience</th>
<th>Dates</th>
</tr>
</thead>
</table>

Other: Include additional information, which you consider pertinent to your performance as a field instructor (attach sheet for additional space)

Field Instructor’s Signature: _________________________________