

EASTERN MICHIGAN UNIVERSITY  
School of Social Work  
**688 Field Placement Application**  
**Fall 2011**

Advanced placements begin in the Fall Semester of the final year of matriculation. Students are eligible for placement after completing the Foundation Program and all advance courses preceding SWRK 688. Students must have attained a “B” or better in all practice courses that have been taken or are taken concurrently, including SWRK 510, 520, 610 and the concentration practice courses, in order to be eligible for SWRK 688 and SWRK 689. This placement requires 16 hours per week in an approved agency with a qualified field instructor. All placements are agency-based; students must be available to do their required field hours in the assigned agency. Students cannot begin to accrue hours until the beginning of fall semester. 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 for required courses.

**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) Remember the Field Office can only place 688 students in their Fields of Practice (concentration).
- 5) Return your completed application to the social work field office door, on room 206A. You will be asked to sign a sheet stating we have received you 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 a public or non-profit 501C3 agency.
- Proposed work site field duties must be in areas that are different from the student’s job, in blocks of time and are segregated from the hours in the job. The proposed activities must constitute a new area of learning for the student and the agency must match the student’s Field of Practice.
- 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 after the pages that says “STOP”.
- 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 social work field office door, room 206A. 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 non-work site placements.** Students must contact their department during the semester preceding field placement for information regarding the Advanced Field application due date. 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 Laura Davis, Director of Field, at 734-487-4479 or Laura.Davis@emich.edu prior to the due date. Exceptions will not be made otherwise.

**EASTERN MICHIGAN UNIVERSITY  
SCHOOL OF SOCIAL WORK  
FIELD PLACEMENT DATA ENTRY SHEET**

**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:** \_\_\_\_\_

**APPLICATIONS ARE DUE BY February 25,  
2011 TO THE SOCIAL WORK FIELD OFFICE  
ROOM 206A (sign application in on the door)!!!!**

EASTERN MICHIGAN UNIVERSITY  
School of Social Work  
**688 Advanced 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.)

Advanced placements are specific to your field of practice and must match your concentration.

Concentration: Family and Children's Services \_\_\_\_\_  
Mental Illness and Chemical Dependency \_\_\_\_\_  
Services to the Aging \_\_\_\_\_

Are you a part time \_\_\_\_\_ or full time \_\_\_\_\_ student

Method of Determining Field Placement Site:

\_\_\_\_\_ Field Placement within the agency in which I am employed<sup>1</sup>  
\_\_\_\_\_ Field Placement site assigned by the Field Office<sup>2</sup>

Are you working full time (35-40 hours/week)? \_\_\_\_\_ Yes \_\_\_\_\_ No

Field Placement Hours: Fall/Winter (16 hours per week) \_\_\_\_\_

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 build your *advanced skills*. Include any information that would help us to develop an appropriate match for you.

---

---

---

---

---

---

---

---

---

---

<sup>1</sup> Field instructor must be different from our work supervisor; your duties must be different from your work responsibilities

<sup>2</sup> 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 at least six hours of weekday daytime hours available.**)

---

---

---

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:

---

---

---

What is your current grade point average? \_\_\_\_\_

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?

---

---

---

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.

---

---

---

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

---

---

Some agencies require that you provide a record of immunizations and other health information. You are responsible for obtaining these items and providing them to the placement agency, if needed.

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 688 or 689 and 690, 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 and Current  
EMICH Transcript

**STOP**

TURN IN PACKET

IF REQUESTING NON  
WORKSITE PLACEMENT

**CONTINUE**

FOR WORKSITE  
PLACEMENT, COMPLETE  
PACKET AND ATTACH  
YOUR EMICH TRANSCRIPT AND  
RESUME

**Eastern Michigan University  
School of Social Work**

Request and Agency Agreement for Worksite Field Placement

**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 \_\_\_\_\_

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.

Advanced Year: 16 hours per week fall, winter and spring 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 (i.e., days of week, hours of day, etc). Please indicate blocks of time (a block is 3 or more hours).

---

---

---

---

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 (signature needed)	_____	Date	_____
Work supervisor (signature needed)	_____	Date	_____
Agency director (signature needed)	_____	Date	_____
Student (signature needed)	_____	Date	_____

**EASTERN MICHIGAN UNIVERSITY  
SCHOOL OF SOCIAL WORK**

Field Instructor Resume Form

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: CSW ( ) I.D. # \_\_\_\_\_  
Other \_\_\_\_\_

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)**

<u>Agency/Address</u>	<u>Position</u>	<u>Type of Experience</u>	<u>Dates</u>
-----------------------	-----------------	---------------------------	--------------

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

Field Instructor's Signature: \_\_\_\_\_