

**EASTERN MICHIGAN UNIVERSITY
SCHOOL OF SOCIAL WORK
FIELD PLACEMENT APPLICATION
COVER SHEET
BSW PROGRAM
Fall, 2011**

Students eligible for BSW Senior Field Placement must meet the Following criteria:

1. Have completed all Social Work courses (and their prerequisites through the 300 levels), except for SWRK 330 which maybe taken concurrently with SWRK 488.
2. Received a grade of 'C' or better in all social work courses, both before and during field placement.
3. Have no incompletes in Social Work courses used toward graduation.
4. Be ready to graduate at the end of the second semester of field placement. (Students whose course work might not be completed at the end of SWRK 489 and who would like to be reviewed for field placement anyway should contact the Field Office.)
5. Maintain an overall GPA of at least 2.3.
6. Not be on academic probation.

Please fill out ALL SECTIONS of the application, attach your resume & transcript, and put them in the box on the door of Claudette Braxton, Marshall 206 A. Please sign your name in when you return the application. Submit this application by **February 25, 2011**. If you have any questions contact Claudette Braxton at 734-487-4484 or claudette.braxton@emich.edu or e-mail Laura F. Davis, Field Director, at laura.davis@emich.edu .

Student name _____

Student ID _____

Email address _____

Street address _____

City _____ State _____ Zip _____

Home telephone _____

Cell phone _____

Work telephone _____

**EASTERN MICHIGAN UNIVERSITY
SCHOOL OF SOCIAL WORK
FIELD PLACEMENT PROGRAM**

BSW 488 FIELD PLACEMENT APPLICATION

Placement: Fall/Winter 2011- 2012

Student # _____ Date of Application _____

The information you provide in this application will be used to assist the Field Placement Director and/or Coordinator in finding you a placement that best meets your needs. Please read this application thoroughly before filling it out neatly and fully. Students must follow their advising plans to determine when they are ready for field placement. They must be ready to graduate at the end of field placement.

In order to enter or stay in the field, the student must have a C or better in all required Social Work classes; have completed all the 300 level Social Work courses, except SWRK 330; and have no Incompletes in classes that are used toward graduation. Students must also have an overall GPA of at least a 2.3 before they begin their internship.

Field placement settings may be within a 60 mile radius of EMU and students may not refuse a field placement solely on the basis of geographic location. It is the role of the Field Placement Coordinator and/or Field Director to refer students to field agencies for interviews. **Students may NOT find their own placements.** (The only exception to this policy involves students who request that their place of employment be considered as a field placement. Specific criteria must be met for this to occur. Please contact the Field Office if you want more information.)

NAME: _____ Telephone: _____

Cell Phone: _____

Address (on campus) _____
Street City State Zip Code

Address
(Spring/Summer) _____
Street City State Zip Code

Spring/Summer telephone number (if different from above) (____) _____

Do you have a car in working order (that is, one that could drive 60 miles if necessary?)

The BSW field placement is a generalist field placement. This means that students will obtain skills in working with individuals, groups, organizations, and communities by developing skills in assessment, intervention, and evaluation. Students may work at any level of the service system. Some placements focus more on micro-systems and some on macro-systems, but generalist skills are developed in all placements.

Agency settings include those who primarily organize around the following areas: (e.g. foster care, services to families, residential settings, independent living), Physically Disabling Conditions, Mental Illness, Correctional Work, Substance Abuse, Women’s Programs, Older People, Community Development and Planning, Large Systems Advocacy (e.g. advocacy organization, legislative office). Although students are placed in a specific social work agency, the type of setting in which a student is placed is less important than the opportunity to develop basic social work skills.

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.*)

We may place you anywhere within a 60 mile radius of EMU. For our consideration, do you have preferences regarding the geographic location of your placement?

Please describe paid social work related jobs you have held:

Describe social work volunteer work:

Additional Comments: Briefly describe your career interests and any other information you feel would help the Field Placement Coordinator and/or Director to match you with a field placement that may meet your needs. Include what you would like to learn in your placement.

List any personal interests and/or experiences which would help the Field Placement Coordinator and/or Director try to best meet your learning needs:

Place yourself on the following scale:

0	10
Would like structure and Close supervision initially	Can work quite independently

Are you currently on academic probation? _____
What is your current grade point average? _____

Do you have any Incompletes? **YES** or **NO** (circle one)

If the answer is YES, please list the course(s) and the Instructor(s):

Some agencies require 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.

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.

STEPS FOR APPLYING

Attach all documents:

1. **Download and print your unofficial transcript.**
2. **Determine if you have a MACRO Stamp or MACRO Stamp is pending. The MACRO Stamp is necessary for review.**
3. **If no MACRO Stamp, determine if you are under the Old General Education program or the New General Education Program. Fill out the requirement sheet of courses you have successfully taken, based on which program you are in.**
4. **Determine if you are under the Old Social Work Program or the New Social Work Program. Fill out the requirement sheet of courses you have successfully taken, based on which program you are in. (Most students will be under the New Social Work Program.)**
5. **Attach a current resume.**
6. **Turn entire application to the box on Marshall 206A in the box marked “Claudette Braxton – Field” and sign the BSW file folder by February 25, 2011.**

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 BSW 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 488 or 489, I will immediately inform the Field Office and withdraw from the field class.

Student Signature

Date

Name: _____

Student ID: _____

Student Tracking: MACRO Stamp

If you have a MACRO Stamp or have one pending, fill out this page rather than the Old or New General Education pages. The MACRO Stamp on your transcript is necessary for review.

Did you enter EMU under a MACRO agreement? Yes: _____ No: _____

Community College Name: _____

Is the MACRO Stamp on the transcript? Yes: _____ No: _____

Is the MACRO Stamp pending? Yes: _____ No: _____

If so, please explain. _____

If no, you will need to meet the general education requirements unless the MACRO Stamp is obtained.

If you have this agreement, next fill out the Student Tracking form regarding whether you are in the Old or New Social Work Program.

Name: _____

Student ID: _____

Student Tracking: Old Gen Ed

Area 1: Symbolics and Communication	Course Taken	Semester Taken
1. ENGL 121 Composition II or waiver	_____	_____
2. One course in Speech Communication	_____	_____
3. One upper level course in one of the following fields		
a. written composition		
b. speech communication		
c. foreign language composition	_____	_____
4. One course in mathematical reasoning	_____	_____
5. One course in computer literacy	_____	_____

Area 2: Science and Technology (One lab Required)	Course Taken	Semester Taken
1. One course in physical science	_____	_____
2. One course in life science	_____	_____
3. One course in science or technology	_____	_____

Area 3: Social Science	Course Taken	Semester Taken
1. The required course in U.S. Government	_____	_____
2. One course in history	_____	_____
3. A course in anthropology, economics, geography or sociology	_____	_____
4. One course from one of the following fields		
a. <i>A second course in a two-course history sequence.</i>		
b. <i>A second course in a two-course sequence in anthropology, economics, geography, or sociology.</i>		
c. <i>An approved social science course in cross-cultural or international studies.</i>	_____	_____

Name: _____

Student ID: _____

Area 4: Arts and Humanities

Course Taken

Semester Taken

1. One course from one of the following fields

- a. A course in literature
- b. *An intermediate/advanced foreign language literature course.*

2. One course from one of the following fields

- a. *A second course in literature not previously taken*
- b. *A second course in intermediate/advanced foreign language literature.*
- c. *A course in oral interpretation.*
- d. *A course in cross-cultural or international studies.*

3. One course from one of the following fields

- a. One course in philosophy
- b. A course in religion

4. One course from one of the following fields

- a. A course in art
- b. A course in dance
- c. A course in music
- d. A course in theatre arts

Area 5: Physical Education

1. Take one of the approved physical education classes

Cross-Cultural or International Studies

At least one approved course in cross cultural or international studies must be completed in the process of meeting the requirements of Areas I, III, or IV.

Date: _____

If a staff member helped you, fill this out signature: _____

Staff Signature

Name: _____

Student ID: _____

Student Tracking: New Gen Ed

Area 1: Effective Communication

Semester Taken

- 6. ENGL 121 Composition II or waiver
- 7. CTAC 124 Fundamentals of Speech or waiver

Area 2: Quantitative Reasoning

Course Taken

Semester Taken

- 4. One QR course

Area 3: Perspectives on a Diverse World

Course Taken

Semester Taken

- 5. A Global Awareness Course
- 5. A US Diversity Course

Area 4: Knowledge of Disciplines

Course Taken

Semester Taken

- 5. Two courses in Art with different prefixes

- 6. Two courses in Humanities with different prefixes

- 7. Two courses in Natural Science with different prefixes

- 8. Two courses in Social Science with different prefixes

Area 5: Learning Beyond the Classroom

Students will fulfill this requirement by completing SWRK 350 Generalist Social Work Practice-Organizations & Communities. Students will also fulfill the writing intensive course requirement by completing SWRK 319W.

Name: _____

Student ID: _____

Student Tracking: Old Social Work Program

Liberal Arts Requirements

1. BIOL 105
2. PSY 101
3. PSY 360
4. ANTH 135
5. SOCL 105
6. SOCL 250 (or SWRK 330)
7. SOC 304 (or SWRK 330)
8. SOCL 462 or MGMT 386 (or SWRK 350)
9. EDPS 325 or IHHS 260
10. One Women's Course
11. Two Cross Cultural Courses

Course Taken Semester Taken

Course Taken	Semester Taken
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

School of Social Work Requirements

1. SWRK 120
2. SWRK 222
3. SWRK 251
4. SWRK 315
5. SWRK 317 & 318
6. SWRK 360 (now 451)
7. SWRK 388 (now 350)
8. SWRK 403 (now 450)
9. SWRK 405
10. SWRK 408
11. SWRK 409
12. SWRK 488
13. SWRK 489
14. SWRK 330 (Sub for Lib Arts # 6 & 7)

Grade Earned Semester Taken

Grade Earned	Semester Taken
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Note: Students must earn a grade of C or higher in all classes with the SWRK prefix.

Date: _____

If a staff member helped you, fill this out signature: _____

Staff Signature

Name: _____

Student ID: _____

Student Tracking: New Social Work Program

Liberal Arts Requirements

1. PSY 101
2. SOCL 105
3. BIOLG 105
4. PLSC 112
5. ANTH 135
6. EDPS 325 or IHHS 260
7. PSY 360
8. A Cross Cultural Course
9. A CC Course or a course on Women

Course Taken

Semester Taken

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Pre-Admissions Requirements

1. SWRK 120
2. SWRK 200
3. SWRK 222
4. SWRK 251

Grade Earned

Semester Taken

_____	_____
_____	_____
_____	_____
_____	_____

Note: Students must earn a grade of C or higher in all classes with the SWRK prefix.

School of Social Work Requirements

1. SWRK 315
2. SWRK 317
3. SWRK 318
4. SWRK 319
5. SWRK 330
6. SWRK 350
7. SWRK 405
8. SWRK 408
9. SWRK 409
10. SWRK 450
11. SWRK 451
12. SWRK 488
13. SWRK 489
14. 3 Credits of Social Work Elective(s)

Grade Earned

Semester Taken

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Note: Students must earn a grade of C or higher in all classes with the SWRK prefix.

Work Site Application Procedures

Only for students applying to do their placements in their places of employment

Students, who are employed in the field already, may apply to do worksite placements, depending on their educational goals and School requirements for the field placements. The Field Director or Field Coordinator arranges all placements. However, students who want to explore the possibility of a work site placement need to follow these procedures and submit an additional work site application with their regular field application. Students who have questions about the process should contact the Field Coordinator or Director for more information.

1. The student fills out the field application and a request for worksite application.
2. All worksite field placements must:
 - a. Be a public or non-profit [501(c)(3)] agency; affiliate with EMU.
 - b. Have a field instructor (field supervisor) who has a BSW and two years post-BSW social work experience or an MSW and two years post-MSW social work experience.
 - c. Have a field instructor (field supervisor) who is different than the student's work supervisor.
 - d. Have a field instructor (field supervisor) who is an integral part of the organization in which the student is placed, i.e. is regularly employed by the agency.
 - e. Have a field instructor who is not a subordinate in the agency to the student and with whom there is not a dual relationship.
 - f. Have duties that are not part of the student's normal job description or work duties and may be in another unit or program.
 - g. Have hours that are differentiated from the work hours and arranged in blocks of time that are at least four hours long to provide for integrated learning.
3. Students should not apply for worksite placements unless they plan to stay in their positions throughout the entire placement. Students leaving a placement should not assume that they can carry their field hours forward with them.
4. It is rarely possible for a student to do a worksite placement in a new job, since the tasks and assignments for which the student has been hired cannot be used in field placement.
5. Once an application is submitted, the Field Office contacts the worksites, arranges for affiliation, and confirms whether the worksite proposal meets the educational requirements. The Field Office makes placement. The Field Office does not contact the work site until the student completes the entire field placement application, including the work site portion and it is signed and submitted.
6. Questions about these requirements should be directed to the Field Office.

Request and Agency Agreement for Work Site Field Placement
Eastern Michigan University
School of Social Work

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 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 BSW Program: 16 hours per week (488 -200 hrs.; 489 – 200 hrs.)

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: LMSW () I.D. # _____
Other _____

Agency/Organization Name: _____

Address: _____

Telephone#: _____ Fax: _____ Email _____

Position Title: _____

Responsibilities:

Years Experience in current position: _____ As Field Instructor: _____

SOCIAL WORK RELATED EXPERIENCE (attach sheet for additional space)

<u>Agency/Address</u>	<u>Position</u>	<u>Type of Experience</u>	<u>Dates</u>
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Other: Include additional information, which you consider pertinent to your performance as a field instructor (attach sheet for additional space)

Field Instructor's Signature: _____