

APPLICATION FOR 588/589 FOUNDATION FIELD PLACEMENT

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.
- 4) Return your completed application to the social work reception area, across from Marshall 317. 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 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 reception area across from Marshall 317. 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 the Field Office during the semester preceding field placement for information regarding the 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 F. Davis, Director of Field at 734-487-4479 or Laura.Davis@emich.edu prior to the due date. Exceptions will be made otherwise only at the discretion of the Field Director.

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:

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.

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 588 or 589A and B, I will immediately inform the Field Office and withdraw from the field class.

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

Request and Agency Agreement for Worksite 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 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 | Date |
| *Work supervisor | Date |
| *Agency director | Date |
| *Student | Date |

*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)

| <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: _____