## BSW FIELD PLACEMENT APPLICATION

***Instructions and Process***

Any student requesting a field placement must fill out this application.

* Students will not be referred to potential field placements until they have met with their field director. All placements are arranged by the field director. Students may not initiate contact with any organization without prior approval from the field director.

**Requirements**

* ALL students complete two field placements. One during the spring of their junior year and the second occurs over the course of senior year.
* Students are in the field for **16 hours a week**. There needs to be a consistent weekly schedule that is agreed upon by the BSW program and the placement site.
* All students must be available to accept field placements that occur during regular weekday hours. The Field Education Office cannot guarantee availability of field placements with solely weekend and/or evening hours. If a student is placed at a site that offers weekend and/or evening hours, the student still needs to complete at least four of their field hours during the regular workday hours of 8am-5pm.
* Students requesting to complete an employment-based field placement must also complete a proposal and submit it to the field director as soon as possible.
* Students requesting accommodations must present a letter from the Office of Services for Students with Disabilities (OSSD) specific to field placement.
* Students should not request a field placement in an agency where they or a family member has/is receiving services.
* WCU requires ALL students to obtain Child Abuse Clearance, PA Access to Criminal History, and Professional Liability Insurance prior to the start of field.
* Placement sites may require students complete additional pre-field paperwork, testing and clearances.
* Placement sites are located throughout the region. Students are not allowed to deny a placement site solely on its location.

**FIELD PRACTICUM APPLICATION**

Applicant Name

Street Address (during Academic Year)\*

City (during Academic Year)\*

State (during Academic Year)\*

Zip (during Academic Year)\*

Primary Phone\*

Secondary Phone

WCU E-mail address *(All email correspondence will be sent to your West Chester University email address. You will need to check it daily).*\*

Please check for which field practicum you are applying:\*

* Junior
* Senior

What is your current GPA?

Are you a transfer student?\*

* Yes
* No

If you are a transfer student, what was your previous major(s)?

If you are a transfer student, what was your previous college/university?

Do you have a current and valid driver’s license?\*

* Yes
* No

Will you have a car for transportation?\*

* Yes
* No

Do you have liability coverage for your vehicle?\*

* Yes
* No

Are you willing to carpool?\*

* Yes
* No

Do you speak another language other than English?\*

* Yes
* No

If yes, specify which language.

If yes, are you conversational, proficient, or fluent?

* Basic (able to understand and respond to basic questions)
* Conversational (able to comfortably participate in a basic conversation)
* Working Proficiency (has enough vocabulary, listening skills and sentence structure to be able to have a professional conversation with clients and other staff)
* Bi-lingual or native speaker (grew up speaking the language inside and outside of the home or able to converse with the fluency of a native speaker)

Will you be employed during the academic year? \*

* Yes
* No

If you will be employed, specify number of hours per week.

Are you planning on submitting a proposal for an employment-based field practicum? \*  If yes, please refer to the employment-based process in field manual https://wcupa.edu/education-socialWork/socialWork/documents/BSW.StudentHandbook.pdf

* Yes
* No

Discuss what you would like to accomplish during this year's field experience. \*

Please attach a hard copy of your resume that includes a description of employment, field practicum, volunteer, honors/awards received and extra-curricular activities. If you graduated from high school within the last five years, also include information relevant to your time in high school. It should also include information about other universities attended and previous majors. \*

 Select File

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**POPULATION**

Please be advised that the purpose of prioritizing the following interest areas is to assist in determining your areas of interest. However, it does not guarantee that you will be matched with a field practicum that serves your most preferred areas.

Select your 1st choice:\*

Select your 2nd choice:\*

Select your 3rd choice:\*

Select your 4th choice:\*

Select your 5th choice:\*

Select your 6th choice:\*

Select your 7th choice:\*

Select your 8th choice:\*

**TYPE OF AGENCY**

Please be advised that the purpose of prioritizing the following interest areas is to assist in determining your areas of interest. However, it does not guarantee that you will be matched with a field practicum that serves your most preferred areas.

Select your 1st choice:\*

Select your 2nd choice:\*

Select your 3rd choice:\*

Select your 4th choice:\*

Select your 5th choice:\*

Select your 6th choice:\*

Select your 7th choice:\*

Select your 8th choice:\*

**PRACTICE AREA**

Please be advised that the purpose of prioritizing the following interest areas is to assist in determining your areas of interest. However, it does not guarantee that you will be matched with a field practicum that serves your most preferred areas.

Select your 1st choice:\*

Select your 2nd choice:\*

Select your 3rd choice:\*

Select your 4th choice:\*

Select your 5th choice:\*

Select your 6th choice:\*

Select your 7th choice:\*

Select your 8th choice:\*

Are there any populations in which you feel you could not work? Why? Note anything significant from your current situation or past that would make it difficult for you to work with certain the client groups. We will discuss this to determine whether or not you need to challenge yourself to work with this population\*

Identify three of your personal strengths.\*

Identify three areas to enhance your own personal growth and professional development that you want to focus on during the upcoming academic year.\*

Describe **any factors**that need to be considered in making your field practicum assignment such as special personal circumstances, criminal or child abuse background, physical restraints, transportation, need for ADA accommodations, work commitments, family responsibilities, etc.\*

Which is most important to your Field Practicum? \*

Please be advised that some sites may require you complete and provide a FBI finger printed based clearance, child abuse and criminal background clearance, TB test, drug screening test, physical examination, and or other tests or immunizations. Your placement in the site will be contingent upon passing the required screenings. Notice: Students participating in field experiences pursuant to their course of study may be required to transport clients at the agency for which they are participating in field experience. It is recommended that students transport agency clients in agency vehicles. If an agency vehicle is not available, however, and the student chooses to transport an agency client in their personal vehicle it is mandatory that the student have adequate automobile insurance to cover any incidents that may occur during transportation of the agency client. Therefore, students are encouraged to contact their insurers prior to the commencement of their field practicum to discuss their coverage and any questions that they have about using their personal vehicles to transport clients.

I agree to adhere to the [NASW Code of Ethics](https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English)(a copy of this document can be found in the Undergraduate Social Work Student Handbook/Field Manual).\*

* Yes
* No

I agree to adhere to the West Chester University Undergraduate Social Work Program’s Professional Standards (a copy of this document can be found in the Undergraduate Social Work Student Handbook/Field Manual ).\*

* Yes
* No

I give permission to release any information about me to potential field practicum sites that is necessary to obtain an appropriate field practicum. This includes but is not limited to the information on this Field Practicum Application. \*

* Accept
* Decline

Application Completion Date\*

Student Signature *(by typing your name this constitutes your signature) \**

Once your application has been submitted, please schedule a meeting with the Director of Field Education.

Revised August 2019