

BOWLING GREEN STATE UNIVERSITY
SOCIAL WORK PROGRAM
UNDERGRADUATE FIELD APPLICATION

INFORMATION SHEET

The information presented here serves as a guide for completing the practicum application forms and contains additional policies relevant to the Social Work practicum. Please read the information carefully. It is the student's responsibility to know this information. If you have any questions, you may contact the following person:

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Coordinator of Field Education
419-372-8903
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There are two practicum courses taken simultaneously, SOWK 4500, Field Instruction, and SOWK 4550, Field Seminar. Entry into these courses requires completion of **all core courses** in the Social Work curriculum. Below are the prerequisites for admission to the practicum.

Practicum Prerequisites:

1. Students must have an overall GPA of 2.5 or higher and a GPA of 2.5 or higher in core courses to enter the field. **There are no exceptions to this policy.** Please contact the Field Coordinator immediately if you do not have the required GPA, or expect to fall near the cut off. The Field Coordinator assists by recalculating GPA to insure its accuracy and make recommendations on how to maintain it.
2. Students can take electives while enrolled in practicum, but it is not recommended.
3. To graduate from BGSU, students need a minimum of 122 credit hours. Students must complete a degree audit and meet with the Field Coordinator during the semester before placement to insure completion of all graduation requirements. Please be proactive and monitor your degree audit carefully to avoid unnecessary stress and confusion during your field semester.

In addition to GPA requirements, there are a number of other conditions and considerations for field placement. Below are descriptions for each and the instructions for completing them.

1. **Liability Insurance:** Field placement requires liability insurance. The Social Work Program utilizes the University's insurance policy that provides coverage at "no cost" to the student. *Students' names will be submitted to BGSU's Risk Management Office at the time you begin SOWK 3600 (Practice II).* Coverage continues until you complete your internship (SOWK 4500). The University policy coverage is \$1,000,000/\$3,000,000 aggregate.
2. **Other Insurance:** Some agencies ask you to transport clients in your car. Some auto insurance carriers require a special rider on your auto insurance policy that allows for the business use of your car. If your insurance agency requires this, you must provide proof of insurance to the agency. Agencies sometimes have company cars, and will need to place you on their company insurance policy in order to allow you to use them. Please be advised that traffic violations, past or present, may become problematic in these instances. Be aware of what is on your driving record.
3. **Background/Police Checks:** The Social Work Program does not require students to obtain background checks to enter an internship. However, in order to determine the most appropriate placement site, as well as becoming aware early of potential problematic situations, you are required to disclose any criminal history as part of this application. Certain field placement agencies will require background checks prior to starting your internship. Correctional facilities and those agencies working with children are the agencies that typically request this information. The State of Ohio requires all new Social Work licensees to complete a background check and fingerprinting, with the results then sent to the Licensure Board. Be aware that recent violations and felony convictions may affect your suitability for a particular field site as well as have licensure implications.
4. **Medical Exams and Shots:** The University has a list of immunizations required of Social Work students in practicum. If you had them as a child, you may only require a booster. Others need updating annually, such as Mantoux skin tests (PPD). Some placements, like hospitals or nursing homes, may require a chest x-ray. The Health Department, Student Health Center at the University, and your family physician may give the immunizations or perform the exams. Prior to beginning placement, students must provide proof to the Field Coordinator that they have received all required immunizations and any other medical tests. Failure to provide this proof may delay entry into the field placement. In addition, some agencies may require toxicology screens as part of their admission process. In order to students to be placed in these agencies, the students must comply with the toxicology screen request and produce a negative result. Students who test positive will not be eligible for placement in any social service agency, and will need to meet with the Field Coordinator regarding possible sanctions from the Social Work Program for illicit substance usage.

5. **NASW:** The [National Association of Social Workers](http://www.nasw.org/) (NASW) represents the profession nationally. Advocating for the needs of vulnerable and oppressed populations and social justice are among its more important functions. For members, it provides various types of insurance at nominal fees, helps establish practice standards, and offers a job bank, among other things. Ohio has a statewide chapter of the NASW, <http://www.naswoh.org/>. Membership in NASW is not a requirement, but highly recommended; it offers as a way to begin to mold your professional identity and connect with social work's wide array of professional networks, nationally and internationally. Membership applications are available from Dr. Peggy Adams on main campus, and Dr. Tasha Ford at the Firelands campus, or you may complete an application online at www.nasw.org. The NASW provide students with greatly reduced membership rates. If you wish, you may join NASW and apply for their liability insurance rather than the University's policy. The advantage to this is that the coverage will continue after graduation—once you complete field, your coverage at BGSU terminates.

6. **Placement Choice:** The Field Coordinator will provide you with a list of available approved internship sites. The placement should not exceed 50 miles from Bowling Green in any direction. The exception to this is an internship through the Washington Center (you will need to see the Career Center at BGSU main campus to obtain an application for this particular type of internship) or NASW. You must interview with several agencies to determine the most appropriate placement. Keep in mind, there are many things that affect placement opportunities. The Field Coordinator reserves the right to limit placement options if there are concerns regarding the student's ability to perform acceptably in a specific location or field of practice. A placement involving substance abuse treatment has certain restrictions. Agencies cover these in detail during the application interview.

7. **Agency Interview:** Students must interview with three agencies. Come prepared to the interview with questions and be ready to answer questions about yourself in a professional manner. For liability reasons, certain agencies may ask you if you have ever received treatment for mental health or substance abuse issues. Critical to the interviewing process are good oral communication skills. Appropriate dress and etiquette are required throughout the field application and internship process. Dress codes vary by agency; during the interview, be sure to ask if there is a dress code. Tennis shoes and jeans are NEVER appropriate for field interviews. Business casual is the preferred type of clothing for most agencies. Women need to be aware of the skirt length and cut of sweaters and blouses when in field placement. Repeated inappropriate dress code violations are a legitimate reason for termination of a placement.

8. **Placement Decision:** The final decision for placement rests with the Field Coordinator. The Field Coordinator seeks input from the student, social work faculty, and the prospective field agency supervisor. The Field Coordinator may also request additional documentation from the student to assist in making placement decisions. This documentation may include statements from physicians, therapists, counselors and previous supervisors assessing the student's readiness for field placement. Students will receive notification of their placement at least one month prior to the beginning of the semester in which they will begin field placement.
9. **Field Packet:** The field packet contains all of the forms required to apply for a field placement. Agency representatives review the packet in order to become better acquainted with the student; knowledgeable about their strengths, interests, goals, etc.; and to assist them in making decisions regarding the appropriateness of placement in their agency.

FIELD APPLICATION FORMS

1. **Application:** The application form asks for basic academic information and allows students to indicate their choices for placement. Students must attach a photograph of themselves in the upper right corner of the application form. Photos should be the size of a passport picture or wallet size. The photo needs to fit in the allotted space and be in color. Applications without a photograph are considered incomplete. It also asks students to indicate possible restrictions and concerns with potential internship sites.
2. **Student Profile:** This form contains basic demographic information, emergency contact numbers, and a brief profile of the student's experience. The student's campus address is the BGSU address that you have at the time of application and placement. The permanent address is your permanent address at home (usually a parent's address). Sometimes, the campus and permanent addresses are the same. In that case, complete the address in the campus slot and write in "same as above" for the permanent one. If you know that your campus address is going to change between the time you apply for field and complete field, please put that information on the line as well.
3. **Resume:** Students need to develop a resume using the exact format provided in this application. A copy of this resume will be shared with all potential internship sites.
4. **Self-Assessment:** Students must complete a one or two page statement that describes their goals, career aspirations, and field placement preferences. Please be sure that your grammar, punctuation, spelling, and overall writing style are professional. Field instructors will be reading this document to understand you better, as well as evaluate your writing skills.
5. **Release of Information:** Each agency that a student applies to for placement needs to have a release of information signed by the student. This release allows the Social Work Program to release the student's field packet to the agency for review and consideration of placement. The expiration date is the last day of the month in which the student will graduate. This document

allows ongoing communication between the University and the field agency for the interview and throughout the placement.

5. **Memorandum of Understanding:** This document describes the student responsibilities in the field process and placement, and holds students accountable for their behavior throughout the process. The student and Field Coordinator must sign and date it, and placed in the student's file.

SUBMISSION DATES FOR APPLICATION PACKETS

Typically, the deadline for handing in the application packet to the Coordinator is within two weeks of the start of the semester PRIOR to beginning placement. *Placement depends on completion of an interview with the Field Coordinator, meeting GPA requirements and submission of all documents on time.*

Students must provide documents to the following:

- To the Field Coordinator:**
1. Application pages (1-3) with picture attached
 2. Student Profile
 3. Resume
 4. Self-Assessment
 5. Release of Information (one for each agency)
 6. Memorandum of Understanding

To the Field Agencies: In addition to what you provide to the Field Coordinator listed above, at the same time you submit your application, you need to submit three (3) separate packets stapled in the order listed below. These packets are what is mailed to field agencies.

1. Student Profile
2. Resume
3. Self-Assessment

FIELD INSTRUCTION APPLICATION

(print legibly)

Attach
Color Photo
Here

Student Name _____ ID #: _____ DOB: _____

Academic Requirements

Age when starting field: _____

Hours completed _____

NASW Member: Yes No

Hours this semester _____

Total hours prior to field _____

Overall GPA _____

(should be 107 or higher)

Core GPA _____

If GPA is less than 2.5 at the time of application, or you are short hours, what is your plan to meet field requirements: _____

List the three agencies with which you plan to interview.

1. _____ () _____
Contact Person/Agency Name Phone

_____ Email Address
Agency Address, City, ZIP

2. _____ () _____
Contact Person/Agency Name Phone

_____ Email Address
Agency Address, City, ZIP

3. _____ () _____
Contact Person/Agency Name Phone

_____ Email Address
Agency Address, City, ZIP

FIELD INSTRUCTION APPLICATION (pg 2)

Have you ever been convicted of a Felony or a First/Second Degree Misdemeanor? No Yes

If yes, please provide a summary of the event(s) that occurred (including charges filed and disposition given) on a separate sheet of paper.

Due to a disability, will you require accommodations in your agency? No Yes

If yes, please identify needed accommodations.

Have you ever been treated for or experienced the following: (check all that apply)

Depression _____ Anxiety _____ Addiction Issues _____ Sexual Assault _____

Domestic Violence _____ Child Abuse/neglect _____ ADHD/ADD _____

Are you taking medication? If yes, please explain _____

You are required to make arrangements for transportation to your field placement. Some field placements require that students use their personal cars to carry out various assignments (not to transport clients). Please check the following that apply to you.

_____ I cannot drive an automobile.

_____ I am a licensed driver but do not have a car available to drive to my field placement.

_____ I am a licensed and insured driver, own a car and can use it in my field placement.

If you do not have a car to drive to the field agency describe your plan for transportation.

What specific areas of social work practice are you most interested in?

1. _____
2. _____
3. _____

FIELD INSTRUCTION APPLICATION (pg 3)

What specific skills do you want to improve during field placement?

1. _____
2. _____
3. _____

What goals have you set for yourself regarding field placement?

1. _____
2. _____
3. _____

Many social workers enter field placement with a desire to help based on previous experiences. Are there any traumas, past experiences, current circumstances, ethical dilemmas or other concerns that would need to be considered during field placement decision making?

Are there any restrictions that need to be placed on field placement activities or internship sites?

Yes (explain) No _____

FIELD INSTRUCTION APPLICATION (pg 4)

What personality attributes or behaviors do you think you possess that will make you a good social worker?

What personality attributes or behaviors do you think you possess that will interfere in working with people?

Is there any information about you or your circumstance, such as health, financial, or family issues, that the Field Coordinator should be aware of because of its potential impact on your performance at an agency?

BOWLING GREEN STATE UNIVERSITY
SOCIAL WORK PROGRAM
STUDENT PROFILE
(please type)

Name: _____ Birth Date: _____

College (campus) Address: _____
(street) (city) (state/ZIP)

Dates you will be at the above address: From _____ to _____

Contact Information: _____ Best time to reach you (days/time) _____
Home () _____
Work () _____
Cell () _____
Email Address _____

Permanent Address: _____
(street) (city) (state/ZIP)

Permanent Home Phone: _____

At which address will you be located during placement: **Campus** **Permanent**

Are you fluent in any other language? Yes (explain) _____ No

In case of emergency, please notify:

Name Relationship

Address: _____
Street city state ZIP

Phone: _____
Work Home Cell

RESUME

Students are asked to include a current resume that is completed in the following format. You do not need to have more than 1 page. Your final professional resume will be developed in field.

Student Name (no more than 18 pt font)
Address, City, State, ZIP * phone number * email

EDUCATION

Bowling Green State University
Bachelor of Science in Social Work Bowling Green, Ohio
Anticipated Graduation Date

If you have an Associate's Degree, you put that information in the same format

EXPERIENCE (include volunteer or paid)

Agency Name City, State
Position Held Dates of service

- Description of agency/company
- What you did, with whom, how often and purpose

Agency Name City, State
Position Held Dates of service

- Description of agency/company
- What you did, with whom, how often and purpose

Agency Name City, State
Position Held Dates of service

- Description of agency/company
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Agency Name City, State
Position Held Dates of service

- Description of agency/company
- What you did, with whom, how often and purpose

WRITING SKILLS REQUIREMENT

One of the most important skills a social worker needs is the ability to write well. Our professional responsibilities require a large amount of written communication, and the importance of good writing skills cannot be overstated. In order to allow the agency to evaluate your writing/documentation skills, you are asked to provide the following for consideration.

SELF ASSESSMENT

On a separate sheet of paper, in 1-2 pages, please answer the following questions. Although they are related, each question is asking something a little different, so pay attention to how you respond. Additionally, your document should be professionally written. Be aware of grammar, spelling, punctuation, and overall tone of your assessment. (Do not write like you talk!)

- What fields of social work practice interest you? Why? What impact have others had on your choice?
- What **skills or assets** do you possess that would make you an asset to this agency? What do you have to offer them? Why should they accept you? Did you take any special elective courses that would be helpful (death/dying, medical terminology, criminal justice, gerontology)? Have you completed CPR or First Aid training? Are you skilled enough in sport, crafts, music, clerical, computer programs to use them in your field placement?
- Describe your personality, your strengths and your weaknesses as you see them.
- What do you hope to gain from field instruction?
- What are your short and long term goals?

BOWLING GREEN STATE UNIVERSITY
SOCIAL WORK PROGRAM
RELEASE OF INFORMATION

I, _____, give permission for the Bowling Green State University
(student)

Social Work Program to release to:

_____ at _____
(Field Instructor) (Agency to receive information)

the following information: (check all that apply)

___ Student Profile ___ Self-Assessment Statement
___ Copy of Liability Insurance statement
___ Copy of Immunization Record
___ Other documentation (please specify) _____

for the purpose of: (check all that apply)

___ Determining field placement site ___ Maintaining ongoing communication with
___ Referral for appropriate services field agency and field instructor
___ Other (specify) _____

This consent is to expire on: _____
Date

SIGNATURES:

Student

Date

Field Coordinator

Date

MEMORANDUM OF UNDERSTANDING

By signing this document, I acknowledge the following:

1. Field work requires students to be available for agency placement at least 32 hours per week. Generally, those hours are Tuesday-Friday from 8:00am-5:00pm, however depending on the agency chosen for placement, hours may vary. The schedule the student and field instructor set up is the schedule the student is expected to maintain. The commitment is for the whole semester.
2. Monday has been set aside for Field Seminar (SOWK 4550) and research work on campus. In order to complete the requirements of seminar class, students need to utilize the Library, Placement Services facilities, and Research Services facilities. Students are required to keep **one four hour block of time between 8am-5pm** available each week for completing assignments. **ANY** exceptions must have written approval of the Field Coordinator.
3. Students in field placement **MUST** adhere to the standards written in the NASW Code of Ethics and the Code of Conduct located in the State of Ohio Counselor, Social Worker, and Marriage and Family Therapist Licensure Law (ORC 4757). This applies on and off campus.
4. Students in field placement must follow all field agency policies and procedures. These include dress code, time accountability, professional image and presentation, documentation standards, and ethical behavior.
5. Students in field placement are forbidden from using social media of any kind to discuss their field experiences. This includes, but is not limited to: Facebook, Twitter, Instagram, LinkedIn or Snap Chat. Confidentiality within and outside the classroom and agency is required.
6. Students in field placement represent the Bowling Green State University Social Work Program, and should behave in a manner consistent with the values and ethics of a professional social worker. Failure to comply may result in termination of your internship.

I understand that adherence to the above conditions are necessary in order to complete a field placement through the Bowling Green State University Social Work Program. Any illegal, unethical, or unprofessional behavior toward other students, colleagues, field agency personnel or social work faculty may result in my dismissal from field placement and/or possibly from the Program.

Student Signature

Date

Field Coordinator Signature

Date