Bowling Green State University

Bachelor of Science in Social Work Program

**Field Placement Application**

**General Information**

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

**Angela A. Carriker MSSA, LISW-S**

**Coordinator of Field Education**

**419-372-6511**

**acarrik@bgsu.edu**

There are two field related courses taken simultaneously, SOWK 4500- Field Instruction, and SOWK 4550- Integrative Seminar. Entry into these courses requires completion of all core courses in the Social Work curriculum. Below are the prerequisites for entering a field placement.

Field Placement 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 field courses, 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. Coverage continues until you complete your field placement (SOWK 4500).
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 their own cars and will need to place you on their 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. **Criminal Background Checks**: 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. If you have a criminal record, we can direct you to get a background check sent to the Field Coordinator for review. Certain field placement agencies will require background checks prior to starting your practicum. 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 Vaccinations**: The University has a list of vaccinations required of Social Work students in field placements. If you had them as a child, you may only require a booster. Some agencies, like hospitals or nursing homes, may require a chest x-ray. The Health Department, Falcon Health Center at the University, and your family physician may give the vaccinations or perform the exams. Prior to beginning placement, students must provide proof to the Field Coordinator that they have received all required vaccinations and any other medical tests. Failure to provide this proof may delay entry into the field placement. BGSU gives students the option of signing a waiver stating they understand the risk of not being vaccinated but they decide not to pursue the medical advice. Some agencies may not give the student a choice to opt out. In addition, some agencies may require toxicology screens as part of their admission process. In order for 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. **Agency Interview**: Students must attempt to complete interviews at every agency the Field Coordinator refers them. 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. Sneakers and jeans are NEVER appropriate for field interviews. Professional attire is the preferred type of clothing for interviews at most agencies.
6. **Placement Decision**: The final decision for placement rests with the Field Coordinator. The Field Coordinator seeks input from the student regarding their preferences, social work faculty, and the prospective field agency supervisor when making placement decisions. The Field Coordinator may also request additional documentation from the student to assist in making placement decisions. This documentation may include background checks, 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.

**Field Placement Application Forms**:

1. Application: The application form asks for basic personal, professional and academic information and allows students to indicate their preferences, goals, and potential limitations regarding their field placement.
2. Photograph: Students must include a headshot photograph of themselves with the application form. This photograph is for BGSU faculty only and won’t be sent to agencies with your information.
3. Student Profile: This form contains basic demographic information, emergency contact numbers, and a brief profile of the student’s experience. The student’s current address is the address you have at the time you are attending BGSU. The permanent address is your address at home (usually a parent’s address). Sometimes, the current and permanent addresses are the same. In that case, complete the address in the current slot and write in “same as above” for the permanent one. If you know that your current address is going to change between the time you apply for field and complete field, please put that information on the line as well.
4. 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 field placement sites.
5. Self-Statement: Students must complete a 1-3-page statement that describes their goals, career aspirations, and population or type of practice 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.
6. Memorandum of Understanding (MOU): 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 the MOU, as it will be placed in the student’s file.
7. Release of Information: A Release of Information will be completed for each agency where the Field Coordinator will send the student’s documents to be considered for an interview for potential placement. Once the placement agency is confirmed, this release will allow ongoing communication between the University and field agency.

**Interview with Field Coordinator & Field Placement Application Deadlines**:

* Interviews need to be completed between **Monday, August 28 - Thursday, September 14, 2023**. Interviews will be conducted in person in Professor Carriker’s office in HHS 224. You can schedule your interview using the link provided by the Field Coordinator in the email message where this document was attached.
* **All Field Placement Application documents must be completed by the start of your interview. You can email completed applications to Professor Carriker at acarrik@bgsu.edu**

*\*\*\* Being eligible for a field placement depends on the successful completion of an interview with the Field Coordinator, submission of all application documents on time, and meeting GPA & course completion requirements.\*\*\**

Students must submit the following application documents to the Field Coordinator **via BGSU email** using attachments in **Microsoft Word format**:

1. Application (Pages 1-4)
2. A headshot photo of yourself
3. Student Profile form
4. Resume (using the format provided in this document)
5. Self-Assessment Statement (include your name on this statement)
6. An electronically signed Memorandum of Understanding form
7. An electronically signed Release of Information form (signed during interview)

**Field Placement Application (Page 1)**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB: \_\_\_\_\_\_\_\_

**Academic Requirements:** (Information is found on your degree audit.)

Credit Hours Earned: \_\_\_\_\_\_\_\_\_\_

Credit Hours In-Progress: \_\_\_\_\_\_\_\_\_\_

Total Credit Hours Prior to Field: \_\_\_\_\_\_\_\_\_\_ (This number should be 107 or higher.)

Overall GPA: \_\_\_\_\_\_\_\_\_\_

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 the requirement for entering a field placement?:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Personal Information:** (Information shared in this section is confidential and will not be shared with anyone outside of the social work program faculty.)

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

If yes, please provide a summary of the event(s) that occurred including charges filed and disposition given. (You can use a separate sheet of paper if necessary.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

If yes, please identify needed accommodations. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Have you ever been diagnosed with or been a victim of any of the following?:

(check all that apply to you)

Depression \_\_\_\_\_\_\_\_ Anxiety \_\_\_\_\_\_\_\_\_ Addiction Issues \_\_\_\_\_\_\_\_

ADHD/ADD \_\_\_\_\_\_\_ PTSD \_\_\_\_\_\_\_\_

Child Abuse/Neglect \_\_\_\_\_\_\_\_\_ Sexual Assault \_\_\_\_\_\_\_ Domestic Violence \_\_\_\_\_\_\_

* Are you taking medication? If yes, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* You are required to make arrangements for transportation to your field placement agency. Some field placement agencies require that students use their personal vehicle to carry out internship assignments. Please check the circumstance that applies to you.

\_\_\_\_\_ I am not licensed to drive a vehicle.

\_\_\_\_\_ I am a licensed driver, but I 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 vehicle to drive to the field agency, describe your plan for transportation.

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**Professional Information:**

* What specific areas of social work practice are you most interested in?
1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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* What specific skills do you want to improve during field placement?

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* What professional or personal goals have you set for yourself regarding field placement?

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Are there any restrictions that need to be placed on field placement activities or internship sites? Yes / No . If yes, please explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* What character traits, personality attributes or behaviors do you think you possess that will make you a good social worker (i.e.- your strengths)?
* What character traits, personality attributes or behaviors do you think you possess that could interfere or cause you to not perform well as a social worker (i.e.- areas for improvement)?
* Is there any information about you or your life circumstances, 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

Bachelor of Science in Social Work Program

**Student Profile**

**Student Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date of Birth**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Current Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Street) (City) (State/ZIP)

**Permanent Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Street) (City) (State/ZIP)

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

**Contact Information:**

Home Phone: ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BGSU Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In case of emergency, please notify**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Name** **Relationship**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** (Street) (City) (State/ZIP)

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**Cell Phone Work Phone Home Phone**

**Resume Instructions**

Students are required to create an up to date resume using the exact format provided below.

**Student Name (14-point font)**

Address, City, State, ZIP \* phone number \* BGSU email

**Education**

Bowling Green State University Bowling Green, Ohio

**Bachelor of Science in Social Work** Anticipated Graduation: Date

(If you have an Associate Degree, you put that information in the same format here.)

**Experience (include volunteer or employment)**

Agency Name City, State

**Position Held** Dates of Service

* Description of agency/company
* 2-3 bullet points including information about your tasks and responsibilities.

Agency Name City, State

**Position Held** Dates of Service

* Description of agency/company
* 2-3 bullet points including information about your tasks and responsibilities.

Agency Name City, State

**Position Held** Dates of Service

* Description of agency/company
* 2-3 bullet points including information about your tasks and responsibilities.

Agency Name City, State

**Position Held** Dates of Service

* Description of agency/company
* 2-3 bullet points including information about your tasks and responsibilities.

**Self-Statement Instructions**

On a separate Word document, in 1-3 pages, please address the bullet points listed below. This document should be professionally written as it will be a writing sample for field agencies to review your written communication skills as well as learn more about you. Be aware of grammar, spelling, punctuation, and the overall tone of your assessment. Please use double-spacing and 12-point font, with 1” margins.

* What fields of social work practice interest you? Why?
* What skills or assets do you possess that would make you an asset to an agency?
	+ Did you take any special elective courses that would be helpful (medical terminology, criminal justice, gerontology, family studies)?
	+ Have you completed CPR or First Aid training?
	+ Highlight if you have any specific skills such as computer programs, clerical, sports, crafts, music, etc. to use in your field placement.
* Describe your personality, your strengths and areas where you hope to improve, as you see them.
* What do you hope to gain from your field placement experience?
* What are your short and long-term career goals in the social work profession?

**Memorandum of Understanding**

By signing this document, I acknowledge the following:

1. Completing a field placement requires students to be available for agency placement 25-30 hours per week in order to earn the 340 hours required. 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 throughout the semester. The attendance commitment is for the entire semester.
2. Mondays are usually has been set aside for attending the 3-hour Integrative Field Seminar (SOWK 4550) class and research work on campus.
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 to student conduct on and off campus, including social media activities.
4. Students in field placement must follow all field agency policies and procedures. These include dress code, attendance, documentation standards, health & safety, and any other agency ethical/professional standards.
5. Students in field placement are forbidden from using their personal social media platforms to discuss their field placement experiences or engage with clients. Entering into dual relationships with clients is also prohibited. Upholding confidentiality and privacy within and outside the classroom and agency is required. Examples of social media platforms include, but are not limited to: Facebook, Twitter, Instagram, TikTok, YouTube, LinkedIn or Snap Chat.

I, the student, understand that adherence to the above conditions are necessary in order to successfully 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, field agency clients, or social work faculty may result in failure of field placement courses and/or possibly dismissal from the Social Work Program.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

\_\_Angela A. Carriker\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field Coordinator Signature Date

**BOWLING GREEN STATE UNIVERSITY**

**SOCIAL WORK PROGRAM**

# RELEASE OF INFORMATION

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, give permission for the Bowling Green State University

 *(student name)*

Social Work Program to release information to:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Agency Representative) (Agency to receive information)

the following information: (check all that apply)

\_\_\_\_ Self-Assessment Statement

\_\_\_\_ Resume

\_\_\_\_ Copy of Liability Insurance statement

\_\_\_\_ Copy of Immunization Record

\_\_\_\_ Other documentation (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

for the purpose of: (check all that apply)

\_\_\_\_ Determining field practicum site

\_\_\_\_ Maintaining ongoing communication with field agency and Field Instructor

\_\_\_\_ Referral for appropriate support services

\_\_\_\_ Other (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This consent to share information is to expire on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

SIGNATURES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student Date

 \_\_Angela A. Carriker\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Field Coordinator Date