**SOCIAL WORK DEPARTMENT**

**APPLICATION FOR FIELD WORK**

***SOCIAL WORK 4021***

In order that we may make plans for field education placements, you are requested to complete and return this form to the office of the Coordinator of Field Education as soon as possible. This application should be considered as a **valid commitment** on the part of the student to enroll in this course in the indicated semester. The application is valid for the semester submitted only.

To be eligible for Field Work, you must meet these qualifications.

1. Completed all 1000 and 2000 level courses required for the social work degree.
2. Completed all social work course prerequisites.
3. Received a grade of “C” or higher in all courses required for a social work major prior

 to enrolling in the Field Education; and

1. Earned a GPA of 2.3 in all courses required for the degree.

**IF THESE REQUIREMENTS HAVE NOT BEEN MET OR WILL NOT BE MET BY THE END OF THIS SEMESTER, YOU ARE NOT ELIGIBLE FOR FIELD EDUCATION.**

Attached is a course schedule form that must be completed as part of your application.

**NAME:**

**ADDRESS (Campus):**

 **Street City State Zip**

**TELEPHONE NUMBER:**

 **(Campus) (Home)**

**SEMESTER YOU PLAN TO ENROLL IN SOCIAL WORK 4021:**

Field Education involves a student being placed in a social work agency for 8 hours a day on Tuesday, Wednesday, Thursday, and Friday for a period of one (1) semester. Each student is required to provide his or her own transportation to and from the agency assigned as well as any travel necessary to the performance of his assigned responsibility. Travel in the course of Field Education is routine; therefore, a valid driver’s license is a virtual necessity.

1. Do you have an automobile available for your use in field work? Yes No If yes please indicate Make and Year:

 Do you have a valid driver’s license? Yes No

 Driver’s License Number:

2. Do you have automobile liability insurance which meets the following requirements? Bodily injury per person of $10,000; per accident of $20,000; liability of $10,000

Yes No Policy Number

3. Would you be willing to transport other students to and from the field work agency if it can be worked out to your mutual satisfaction? Yes No

4. Are you currently employed? Yes No

 If yes, please indicate organization and current job description:

5. If you will be employed during field education, please indicate your anticipated weekly work schedule:

6. Will you be registering for an additional 3 hour class during your field internship? Yes No If yes, please indicate the course and the time:

7. Including the desired agency experiences, what are your expectations of field placement?

8. Describe the age group with whom you would like to work.

9. Describe the areas of social problems with which you would like to work.

10. Describe the areas of social problems with which you would **NOT** like to work.

11. Is there an agency or area of practice which should not be considered for you? If so, please specify and indicate the reason for this.

12. In your social work classes you have learned about the diversity of job functions and roles a generalist social worker may be called upon to perform. Field education is that part of the social work curriculum focused on integrating “theory and practice,” requiring students to practice what they have learned in the classroom. If there are any social work roles you will not be able to perform, or will be able to perform with reasonable accommodation, please explain below.

I with CWID Number

 (Name of Student)

consent to the release of information concerning my physical, emotional, and mental capacity, as

required to participate in the Social Work Department at the University of Louisiana at Monroe

by law enforcement agencies, hospital, medical or mental health professions, court officials, or

any other persons or agencies which would be able to provide information concerning my

suitability to perform in compliance with the values of the Social Work profession.

I have attached my personal essay as required.

I will provide any additional information upon request.

I certify that the information given above is true.

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 Signature

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 Field Education Supervisor

**COURSE SCHEDULE PLAN**

**(This must be submitted with the Field Work Application)**

List below all courses you need to complete for your degree in Social Work. The course listing must include those in which you are currently enrolled.

Current Enrollment: Semester:

 Fall or Spring Year

Course Number Title Credits

**Remaining courses for completion of degree:**

Course Number Title Credits

Semester you plan to graduate:

**University of Louisiana at Monroe**

**SOCIAL WORK 4021 – FIELD EDUCATION**

**PERSONAL ESSAY**

Life for all of us is filled with vivid experiences, the influence of others, inner striving and a constant effort to understand ourselves and our places in society. Therefore, discuss ways in which these experiences have contributed to your interest in social work. Also discuss the ways in which these orientations/life experiences are consistent with and/or contradictory to social work values and purposes. In your assessment, consider anything significant from your past life experiences that would make you especially dedicated to working with a particular client group. Also consider events in your past life experiences that would make it especially difficult for you to work with certain client groups. Finally, address what you see as your short-range and long-range career goals and how social work fits into your plans for the future.

The purpose of the entire Field Education placement process is to enable us to select the best possible placement for you and to preclude the possibility of difficulties arising later in the semester. Your personal essay is intended to assist us in this process and to provide you with the most meaningful learning experience possible. Your personal essay will be treated confidentially and will be used as a formal part of your Social Work 4021 (Field Education) records. The essay must be typed using correct grammatical structure and submitted with your field work education.

**STATEMENT OF FIELD PRACTICUM PROTOCOL**

**AND**

**LIABILITY WAIVER**

1. It is the student’s sole responsibility to secure a field work placement at an agency that

 conducts the field work the student has chosen. The Field Education Coordinator will

 make reasonable efforts to assist the student in securing such placement but it is not the

 responsibility of the University to obtain such placement. Should the student be unable to

 secure an acceptable field work placement, he or she will be unable to remain in the

 program.

2. A student must successfully complete a practicum to receive and be awarded their degree.

Should they be unable to successfully complete such practicum, the student may be advised to change a curriculum in which he or she will be able to complete the degree requirements.

3. I am aware, understand, and consent to an investigation of my background, including but

 not limited to a criminal history check and a character reference check as participation in

 this program. As may be required.

4. I acknowledge that the agency may use their own criteria to select their volunteers, intern,

 and employees for this program.

5. I am aware and understood that by withholding and distorting information, I will be violating the NASW Code of Ethics and will be held responsible for any actions. Such actions may result in my being ineligible for Field education and such ineligibility may additionally require a change in my major.

6. I am aware and understand that not only must I join NASW and purchase professional liability insurance though NASW prior to entering field education but that I alone am solely responsible for any actions which might be instituted against me during the field education practicum. I also understand that such liability is mine and mine alone, not the University’s

7. I firmly state that the field education agency placement is an agency that I personally chose after interviewing with the agency supervisor in the agency setting. The agency chosen was from a Field Education Manual which included: a listing of approximately 30 agencies; address and phone number of each agency; agency supervisor to contact; brief description of the services that the agency provides; the client population that the agency serves; a description of duties and expectations of the student; and if applicable, any special requirements for placement in the agency (such as TB test, criminal background check, driving record verification, etc.).

8. In choosing my field education internship site, I am aware and understand that the University is not recommending and of the sites listed in the Field Education Manual, that the University is not knowledgeable of or warranting the level of security or safety at any of the internships on the list, and that the internship and any travel to or from the site are solely my responsibility.

9. I am aware and understand that the University **does not** cover injury to clients who may

be transported by students for various reasons. Students are instructed not to transport clients in their personal vehicle. **The agency cannot require students to transport clients in their own vehicle, unless their personal vehicle is covered under the agency policy.** Students, who choose to transport clients in their personal vehicle, assume **total** responsibility for these passengers; it is recommended they check with their personal automobile insurance carrier to check on the limits of their coverage.

10. I am aware that students are not covered under ULM’s general self-insured policy for any personal injury which occurs during the course of their work in the internship. Students are required to provide the Field Education Coordinator with proof of personal health insurance prior to beginning internships, **OR** are required to sign a waiver indicating they will be responsible for all personal health care expenses.

11. I am aware that students are not covered by the State’s Worker Compensation Policy since they are not employees or volunteers performing a service for the State.

12. I am aware that ULM or ULM Social Work Department is not responsible for theft or damage to students’ personal property while they are performing internship duties or receiving internship training.

13. As students in an agency have the right to learn in a safe environment, the Field Education Coordinator recommends that the students do the following:

* Request information about safety and/or infection control risks.
* Participate in all agency training and educator opportunities, and request training on safety and/or infection control.
* Follow safety and/or infection control guidelines as set forth by the agency.
* Notify the Field Education Coordinator immediately if an incident regarding safety and/or infection control occurs.

**I CERTIFY THAT I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION AND THAT I SIGN THIS LIABILTY WAIVER FORM IN FAVOR OF THE UNIVERSITY.**

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 **Date Signature**

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 **Date Field Education Coordinator’s Signature**