

MSW APPLICATION FOR FIELD EDUCATION – ADVANCED STANDING STUDENTS

YOUR AUDIENCE

As you complete your application, keep in mind that you are writing for two audiences. The first audience is faculty who will review your work and help determine the Field Site that will be the best fit for your Field Education. The second audience is the person who will interview you for Field Education placement at the Field Site. Parts one through three of the application will be shared with the Field Site to facilitate their preparation to interviewing you for Field Education.

COMPONENTS OF THE APPLICATION FOR FIELD EDUCATION

The application for Field Education Placement consists of five parts, each of which must be completed at the time of submission. The first part comprises the Application for Field Education. The Application for Field Education provides vital information that will be used to match you to a Field Site.

The second part requires writing a one-page essay on each of the three fields of practice where you have an interest in completing Field Education. The essays will serve as a sample of your writing for the person who will interview you at the Field Site, therefore they should reflect your best written work.

The third part requires that you submit an up-to-date resume. The resume should reflect your paid and volunteer experiences. If you have questions about formats or what to include in a resume please consult with your faculty advisor or the Career Center at Grand Valley State University.

Part four requires that you provide a copy of your unofficial transcript, which is available on Banner. The unofficial transcript will be used to ascertain that you have met the academic requirements for Field Education which are (1) you have no more than one incomplete grade during the semester that you are to begin Field Education and; (2) you have achieved a minimum GPA of 3.0 by the beginning of the semester that you are to begin Field Education.

Finally, we ask for you include a photo of yourself. The photo will not be shared with your potential Field Site, but will be used by the Field Education Office for student identification purposes.



SCHOOL OF SOCIAL WORK

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Please answer all questions. Use additional paper if necessary.

I. IDENTIFYING INFORMATION

Student Name: _____
(Last) (First) Middle

Local Address: _____

(City) (Zip Code)

Telephone Number: _____
(Home) (Business or Cell Phone)

Email Address: _____

Other MSW Status Information:

Part-time Full-time School social work certification MSW/MPA/Macro Focus

Primary location where you attend classes:

Grand Rapids Campus Traverse City Campus

Do you have or are you currently pursuing any of the following licenses:

LBSW LLBSW Other:

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Field Education II students begin their placements in the Fall semester contingent upon the nature and availability of the placement and educational needs of the student. Field Education III continues during the following Winter semester. The Director of Field Education, in keeping with the cohort schedule, arranges Field placements at our Distance Learning sites such as Traverse City and Sault Ste. Marie.
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II. SOME FACTORS FOR CONSIDERATION IN ASSIGNING FIELD PLACEMENT

1. Are you fluent in any language other than English? Yes No

If yes, list the language(s) below and indicate your level(s) of proficiency:

i. _____ Speaking Reading Writing

ii. _____ Speaking Reading Writing

2. Please rate your computer skills (check one):

Not Proficient Proficient Advanced

3. Do you have a valid driver's license?

Yes No

4. Will you have access to a car on days when you will be at your field agency?

Yes No

5. You are required to meet your own transportation needs to and from the field agency. Do you anticipate any transportation problems or limitations i.e. no license, no car, etc.?

Yes No

If yes, explain (300 character limit):

III. ACADEMIC STATUS

List all the courses (by name) you intend to take during your two semesters of Field Education:

Fall Winter

7. To be eligible for field education, a student must have attained a cumulative grade point of 3.0 or better while in the Social Work Program. Students are not permitted to enter field education if they are carrying more than one incomplete grade. Please attach a copy of your unofficial transcript. You may obtain an electronic copy through the GVSU MyBanner web based system under the "Student" tab, then to "Student Records".

8. Also submit a current resume with your application

IV. PERSONAL AND PROFESSIONAL INFORMATION

9. Do you plan on holding a job during the semesters you are enrolled in Field Education?

Yes No

If yes, how many hours per week will do you plan on working? _____

10. Students in the Master of Social Work program complete a total of 660 field education hours over three semesters. Of these hours, 630 field hours in three semesters, master of social work students are expected to intern at Field Site for approximately 21.4 hours per week during fall and winter semesters. The 630 hours of field education should be completed at the field agency during regular business hours, which typically range between 7 a.m. to 5 p.m., Monday to Friday.

Do you have availability to complete your hours of Field Education during regular business hours?

Yes No

11. List, date and describe any volunteer work in which you have been involved. (450 character limit)

12. What skills do you expect or hope to learn from Field Education? (450 character limit)

13. What are your preferences as to the kind(s) of populations or issues with which you would like to work with in Field Education? Please explain why. (300 character limit)

14. What kind(s) of populations or issues would you not be comfortable working with in Field Education? Explain why. (300 character limit)

V. FIELDS OF PRACTICE

Provided below is a list of fields of practice. From the list, select 3 fields of practice where you would like to complete your Field Education.

1. _____
2. _____
3. _____

FIELDS OF PRACTICE	Developmental Disabilities	Program Evaluation
Administration	Domestic Violence	Public Assistance
Aging/Gerontology	Family Services	Refugees
Substance Abuse	Group Services	Rehabilitation
Child Welfare	Health	School Social Work
Community Planning	Housing	Social Policy
Corrections/Criminal Justice	International	Veterans
	Mental Health	

VI. ESSAY INFORMATION

Above, you indicated three fields of practice you wish to be considered for your Field Education placement. Please complete an essay on each field of practice. In each essay (1) include a definition of your understanding of the field's practice, including any previous work/volunteer experience in this area; (2) outline skills that are essential for social work practitioners in the field of practice; (3) share your interest and suitability for the practice area. As you write the essays, you are strongly encouraged to refer to course texts and journal articles for an accurate understanding of each practice areas. Essays should be typed, double-spaced and one page long. Essays should be typed on 8 ½ X 11 white paper with "1" Inch margins on all four sides.

VII. CRIMINAL HISTORY BACKGROUND INFORMATION

An increasing number of Human Service Agencies are requiring student interns to submit to a criminal history background check. It is therefore critical that you are informed of how a criminal history background may impact your Field Education. Please initial in the spaces provided below to indicate that you understand and agree to comply with the following:

_____ I understand that any past, current or pending felonies, criminal charges, convictions, and/or penalties against me in any jurisdiction may make me ineligible for Field Education Placement.

_____ I understand that I am required to disclose any past, current, or pending felonies, criminal charges, convictions, and/or penalties in this application.

_____ I understand that failure to disclose any past, current, or pending felonies, criminal charges, convictions, and/or penalties in this application may result in disciplinary action by Grand Valley State University School of Social Work.

_____ I understand that along with the rest of my Field Education Application, the "Criminal History Background Information" portion of my Field Education Application, will be made available to Field Sites that I will interview with for Field Education Placement.

_____ I understand that even though the "Criminal History Background Information" portion of my Field Education Application will be made available to Field Sites, I am required to disclose all past, current, or pending felonies, criminal charges, convictions, and/or penalties when I interview for Field Education Placement with a Field Site.

_____ I understand that failure to disclose any past, current or pending felonies, criminal charges, convictions, and/or penalties when I interview for Field Education Placement with a Field Site will result in disciplinary action by Grand Valley State University School of Social Work.

_____ I understand that it is my responsibility to inform the Field Site and the School of Social Work's Field Education office at Grand Valley State University of any new felonies, criminal charges, convictions, and/or penalties that occur after I have begun Field Education Placement. Failure to disclose such new felonies, criminal charges, convictions, and/or penalties can result dismissal from the Field Site and disciplinary action by Grand Valley State University School of Social Work.

_____ I am aware that it is my responsibility to educate myself on how past or pending felonies, criminal charges, convictions, and/or penalties may affect my ability to be licensed as a social worker.

Do you have any past, current or pending felonies, criminal charges, convictions, and/or penalties in any jurisdiction? Yes No

If yes, please explain (use an additional sheet of paper if necessary):

Submit one copy of your signed, completed Application for Field Education to the MSW Field Education Coordinator with a current copy of your resume, unofficial transcript and a recent photograph. The placement committee will use your picture to accurately identify you during the placement process.

I have completed this form as accurately as possible and understand that this application will be used to determine the Field Site to which I will be assigned for Field Education. I understand that this information will be shared with potential Field Instructors. I agree to the release of information from my academic file for the purpose of arranging field education and for evaluating Field Education progress.

(Signature of Applicant)

(Date)



For office Use Only:

VIII. Date received: _____