SCHOOL OF SOCIAL WORK
COLORADO STATE UNIVERSITY

SOWK 688 Field Application Instructions

1. Application

   a) Students are expected to attend the application meeting which describes the steps in the student’s field placement process. Questions and concerns are addressed.

   b) The SOWK 688 Field Application is an important part of the student’s field agency selection and may be reviewed by potential agencies upon their request. Questions should be answered clearly, fully, and thoughtfully. The document should reflect the student’s professionalism.

   c) In addition to completing the SOWK 688 Field Application, students will attach a current resume (1-2 pages maximum) prior to submitting the application. Many field agencies also request a cover letter when applying for an internship. Assistance in developing an effective resume and cover letter is available to students through the CSU Career Center: https://career.colostate.edu/. Additional resume and cover letter resources are available on-line. Smith College has a guide for resumes and cover letters specifically for social workers; here is a link to that guide: http://www.smith.edu/lazaruscenter/pdf/social-work-resume.pdf.

   d) The SOWK 688 Field Application is set up through DocuSign as a PowerForm. Students: 1) enter your name and CSU email address under the Student Role on the PowerForm signer information screen; 2) click the “Begin Signing” button on the bottom of the screen, and an access code will be sent to your CSU email address; 3) enter the access code to proceed with the form. When the application is submitted, it will automatically be sent to the mailbox of the field education program administrator.

2. Pre-placement Interview

   a) Once the field application has been submitted, students will contact the MSW field coordinator to schedule a pre-placement interview.

   b) During the pre-placement, face-to-face interview meeting learning goals, experiences, expectations, and preferred types of population or settings for the field placement will be discussed. This interview is an opportunity to acquaint the coordinator with student interests and learning needs, and is an important factor in field site selection. Students are encouraged to consider at least three different types of populations or setting types when considering placement options. Some students may prefer more discussion and more than one face-to-face interview time. Prior to the pre-placement interview, students are encouraged to log onto the field agency database to explore potential field placement options: https://www.chhs.colostate.edu/sswfwpublic and click on “Field Database Login” to log on.

   c) At the end of the pre-placement interview, the field coordinator and the student will develop a plan for contacting a potential placement agency. Students participate in the plan as agreed upon.
3. Plan Implementation

a) Students are expected to keep in contact with the field coordinator throughout the placement process.
b) The field coordinator is available to assist, offer suggestions, and to meet with students for further discussion as needed.
c) Students should inform the field coordinator of any scheduled interviews.

4. Agency Interview

a) Students are required to have a face-to-face interview with the potential agency prior to a final selection to ensure that both the student and the agency make an informed selection.
b) Students should discuss questions, concerns or special needs at the agency interview, including scheduling hours, and any other requirements for the student prior to beginning the placement (such as a background check, immunization records, etc.).
   i. Most agencies require background checks – students may be responsible for scheduling and paying for their own background check. Ask about this.
   ii. Health settings will require proof of immunizations and other health related information. Students should inquire specifically about what is needed and the process for submitting this information.
   iii. Students should inquire about scheduling, time off, holidays etc.
   iv. Students are encouraged to ask about a typical day/week and the types of experiences, tasks, and assignments that would be expected for an intern at this field placement level.
   v. Students are encouraged to ask about supervision/field instruction – the agency’s approach/structure (social work students must have a BSW or MSW-degreed field instructor).
c) If the agency is not ready to offer the student a field placement at the conclusion of the interview, the student should ask about the agency’s timeframe and means of communication to finalize a decision. It is the student’s responsibility to maintain contact with the agency until a decision is made.

5. Acceptance Contract

a) If offered a field placement, the student must email the following information (as much of this information as is known at this point) to their field coordinator. Please put Acceptance Contract Information for (your name) as the subject of the email:
   i. Agency Name
   ii. Agency Address
   iii. Agency Phone Number
   iv. Agency Contact Person
   v. BSW/MSW field instructor (and on-site supervisor, if different than the field instructor)
   vi. Email addresses and phone numbers of all of the above (very important)
b) The School of Social Work will initiate and send the acceptance contract to the field instructor and to the student through DocuSign. Students are responsible for ensuring that the start and end dates are correct, as well as MSW Field instructor name and contact information. If a student needs to deviate more than a week on either side of the listed start or end dates, approval from the field coordinator must be obtained. Students should be aware of any impact on grading or additional University fees.
c) The student, the field instructor, and the on-site supervisor (if applicable) will DocuSign the acceptance contract sent out by the field education program administrator.
d) The completed and signed acceptance contract will automatically be routed to the field education program administrator.
e) Agencies that are new to the Field Education Program at CSU (agencies not listed in our field education database) will require additional time and procedures. The agency and proposed field placement will need to be approved by the field director, and an academic affiliation agreement (between CSU and the agency)
will need to be completed prior to the start of the field placement. Please be aware of this when exploring potential field placement opportunities.

6. Finalizing the Field Placement

a) Approval by the field director is required before any placement is finalized.
b) Once the signed acceptance contract is received, the School of Social Work office is informed of the successful placement. The field instructor/on-site supervisor will be invited to attend the Field Instructor/On-site Supervisor Orientation that is scheduled prior to the start of the field placement.
c) **IMPORTANT: The acceptance contract must be signed and received by the School of Social Work before the field placement begins.**
d) Students are required to attend a one-time field orientation in the beginning of the semester in which the field placement begins. Students should check the field schedule/calendar on the field website for the date of the orientation.
e) Students should confirm arrangements with their field instructor/on-site supervisor regarding the specific start day and time of the field placement.

Once you have read and thoroughly understand these instructions, access the SOWK 688 Field Application from the field forms on the School of Social Work website. If you have questions regarding this process or the form, please contact the field education program administrator.

(See below for an example of the SOWK 688 Field Application)
SCHOOL OF SOCIAL WORK
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SOWK 688 MSW CONCENTRATION FIELD APPLICATION

Before completing this form, refer to the SOWK 688 concentration field application instructions.

Are you a full-time or part-time MSW student? Full-time MSW students complete a two-semester SOWK 688 concentration field placement. Part-time MSW students may complete the SOWK 688 concentration field placement over the course of more than two semesters.

**Full-time** (two-semester)
- Term/Year starting placement (e.g. FALL/2018)
- Term/Year ending placement (e.g. SPRING/2019)

**Part-time** (two-semester)
- Term/Year starting placement (e.g. FALL/2018)
- Term/Year ending placement (e.g. FALL/2019)

Name

Date

CSU E-mail

*IMPORTANT: The e-mail address you list here should be consistent with the e-mail address that you have designated in your CSU ID. To edit your ID information log in to RAMweb: [RAMweb Link](#). Please keep your contact information current in the CSU RAMweb system. This is the e-mail address and phone number the School of Social Work Field Education Program will use to communicate with you.*

Semester and Year You Plan to Graduate

Are there any special needs that you want considered in the community and/or host agency selection? *Response to this is voluntary. The purpose is to gain an understanding of any circumstances that may need to be considered for agency locations and requirements.*

No    Yes    **If Yes**, please describe:
FIELD PLACEMENT PREFERENCES

Matching students with placements is based upon the student’s educational needs and interests, the availability of an MSW field instructor, the range of learning assignments within the agency, the agency's support for an educationally-directed field experience, and the feasibility of providing faculty liaisons visits to the agency. While students are not guaranteed a specific type of field placement setting or location, as much as possible, the student’s preferences are considered when making placement assignments.

List, in order of preference, the cities or counties that may be considered in selecting your field placement.
1. 
2. 
3. 
4.
Comments: 

Below is a list of agency settings. Please check at least four settings in which you would most prefer to gain practice experience.

- Addiction Recovery
- Adolescent/Family
- Adoption
- Advocacy
- AIDS/HIV
- Children/Families
- Community Org & Education
- Corrections
- Developmental Disabilities
- Domestic Violence
- Emergency Assistance
- Environmental
- GLBTQ
- Homeless/Housing
- Hospice Care/End of Life
- Immigrants/Refugees
- Medical/Health
- Mental Health
- Older Adults
- Physical Disabilities
- Policy/Legislation
- Rehabilitation
- Research
- School
- Self-Sufficiency Programs
- Suicide Prevention
- Veterans
- Victims Services
- Other (please list)

What specific agencies have you identified that may be a good fit with your educational goals? (please list)
Please discuss your agency preferences. How would a placement at one of your preferred agencies support your educational goals?

Given the competitiveness of the interview and intern selection process, why do you feel that you would be a good fit for one of these agencies?
PROFESSIONAL READINESS

Students often report that the field placement is the most rewarding and intense aspect of their social work education. Field provides the opportunity to integrate classroom teaching (concepts and theories) with hands-on practice in a structured, supervised professional setting. The knowledge-base of social work is integrated with the skills and values of the profession. Field is also quite demanding and requires that students enter their placements as professionals. Please discuss your readiness to begin a field placement, addressing the following areas:

- Personal strengths and values:

- Social work knowledge:

- Social work skills:

- Areas for growth:

- Relevant experience:

- Readiness and support systems in place to allow completion of internship:
• Readiness to step out of comfort zone:

Possible areas of conflict:
• Populations / situations / service areas reluctant to work with:

• Prior relationships (conflict of interest):

Additional information:
• Organizational memberships relevant to social work or your field placement aspirations:

• Fluent in other languages (please list):

INCOMPLETE GRADES
Do you have any “incomplete” grades in any class?
No  Yes  If Yes, please list the courses:
CRIMINAL BACKGROUND

If a student has a criminal background, it is in the student’s best interest to disclose this information prior to progression to the social work major. A criminal background may pose difficulties in securing a field placement for the student and/or may result in the inability to place the student.

Students who have a criminal background should understand that some agencies may be precluded by law from accepting them in field placement. Additionally, some agencies are unwilling to supervise students having certain criminal charges. The field education team will make every effort possible to assist students in securing a field placement. However, if a placement cannot be accomplished for any reason, the student may not be able to complete the degree program. Students should also be aware that even if field placements are secured and a degree is awarded, certain criminal offenses may preclude them from obtaining employment as a social worker and that some states may refuse to license the applicant as a professional social worker.

I have read and understand the Criminal Background Policy.

Student's Signature

Date

CONSENT FOR RELEASE OF INFORMATION

I hereby authorize the Colorado State University, School of Social Work to release the information provided in my field placement application to potential field placement agencies.

I consent do not consent to the inclusion of my name, e-mail address and telephone number in the Field Placement Roster distributed by the School of Social Work each semester to faculty.

Student's Signature

Date

CODE OF ETHICS STATEMENT

Students are accountable as representatives of their agency, their school, and the social work profession. Students are expected to abide by the NASW Code of Ethics. The School of Social Work requires internship students to demonstrate professional demeanor, appropriate relationships, and ethical behavior. The following signature indicates that I have read and agree to abide by the Code of Ethics of the National Association of Social Workers. I understand that failure to abide by the Code of Ethics and the principles outlined is grounds for the grade of “Failing” in the Field Internship.

Student's Signature

Date

*A copy of your field resume must be attached before this application can be sent.*