



## MSW PRACTICUM PLACEMENT REQUIREMENTS

1. Must attend MSW Mandatory Orientation Session
2. Must meet the deadlines for all applications, forms, and assignments requested
3. Prepare to follow instructions provided the Practicum Director regarding standards and expectations

### Forms and Verification Needed **Before Agency Field Interview:**

- Application for Field Placement
- Interview with Practicum Team (Director)
  - Cover letter and resume required
- Interview with Agency for Placement
  - Resume required; Cover letter only needed if requested

### Forms and Verification Needed **Before Starting Placement:**

- HIPAA Training/Statement (Student must complete)
- Field Policy Statement (Student must complete)
- NASW Membership (Must be purchased and proof of membership submitted)
  - Purchase first to receive a discount on Proof of Liability Insurance
- Proof of Liability Insurance \$1-5 Million Policy (Verification submitted)
- Pre-field Orientation Assignments (Student must complete)
- Worksite Placement (Submitted **and** approved, if applicable)
- Paid Internship Request (Submitted **and** approved, if applicable)
- Approval Letter (Received by student from Practicum Team)

### **Field Director Must Have:**

- Application of Agency and Contract
- Resume or Vita of Field Instructor
- Copy of License or Transcript of Instructor

**Forms and Verification Required During Placement:**

- Learning Plan
- Complete Timesheets (Weekly)
- Evaluations (Mid-term & End of Semester)
- Student Evaluation of Field Placement

**\*All required documentation is to be submitted to [swrkfield@wku.edu](mailto:swrkfield@wku.edu). Ensure that files being submitted are named to include your full name and specific document type (example: lastname\_firstname\_resume.pdf).**