



**Department of Social Work**  
**FIELD PRACTICUM PLACEMENT APPLICATION**

Name:

University E-mail:

**\*Please note: All correspondence will be sent to your university email address.** We advise that you check your university email account regularly throughout your time in the program for important information and reminders.

Phone number:

Mailing address:

WKU Student ID:

Are you a BSW or MSW student?                      BSW                      MSW

- If MSW, please indicate:

Advanced Standing                      Traditional, 1<sup>st</sup> Field Placement

Select all that apply:

<input type="checkbox"/>	CW-Prep Student
<input type="checkbox"/>	DCBS Stipend Recipient
<input type="checkbox"/>	Currently work for DCBS
<input type="checkbox"/>	Intend to work for DCBS post-graduation
<input type="checkbox"/>	None of the above

Semester you will start field:

Which campus do you attend?                      Bowling Green                      Elizabethtown                      Owensboro                      Online

**Requirements**

- Students are in placement at the same agency for both Fall and Spring semesters.
- BSW and Generalist Year MSW students must complete a total of 400 field hours (200 hours each semester).
- Specialist Year MSW students complete 500 hours of field placement (250 hours each semester).
- In general, field placements occur on weekdays during regular business hours. Students should discuss a schedule for field hours during the interview process for field placement. The availability of a field placement occurring only during evening and/or weekend hours is not guaranteed. Students are responsible for tracking their field hours throughout each semester to ensure all hours are obtained during the semester timeframe.
- Students requesting to complete an employer-based (worksite) field placement must schedule a time to meet with the Field Director to discuss this possibility. All worksite placements must be reviewed by the Field Director or designee to determine approval.
- All students must purchase professional liability insurance prior to starting field placement.

Please list current and previous work experiences related to social services/human services:

List any volunteer experience(s):

Identify three of your personal strengths:

Identify three areas of personal growth or professional development that you want to focus on during the upcoming academic year:

Describe any factors that need to be considered in assigning your field placement such as: special or personal circumstances, health concerns/issues/limitations, need for ADA accommodations, geographic location, etc.  
**PLEASE NOTE:** Most placement hours occur during daytime business hours—Night or evening placements are limited and not guaranteed.

Do you speak and/or understand a language other than English?	YES	NO
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If yes, what language(s)?

Do you have reliable transportation to get you to your field placement?	YES	NO
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If no, what are your plans for getting to your field placement?

**Background Information:**

Have you ever been convicted of a crime other than a minor traffic violation, including (but not limited to) misdemeanor or felony related to alcohol/drugs (PI, DUI), threats/assault/restraining orders, destruction of property/theft (including shoplifting or bad checks), been involved in domestic violence or child abuse/neglect or any other violation?

YES

NO

If YES, a detailed explanation is required:

Are there any current criminal charges against you? YES NO

Please describe any legal issues that may impact your placement options:

**I understand that it is my responsibility to complete any background checks and additional prerequisites that may be required by my field agency prior to the start of my field placement (i.e., field setting forms, medical tests, drug screening, etc. Additionally, I am aware that I am responsible for any costs associated with completing the requirements if not covered by the agency.**

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Student Signature

Date

**Placement Interests:**

**NOTE:** Students' input regarding potential placements is important, however, students DO NOT initiate contacts or arrangements with potential field agencies prior to talking with and receiving approval from the Field Education Office. The only exception to this policy is for students who are requesting employer-based (worksite) placements. Students may explore with their employer possible opportunities to discuss with the Field Education Office.

Are you interested in pursuing an Employment-Based (worksite) Field Setting?      YES      NO

**NOTE:** The worksite placement option is only available if you are employed by a social service agency. Worksite placement consideration requires a meeting with the Field Director.

Please list what agency (if any) that you are interested in interning at:

**AREAS OF INTEREST—Select 5 Choices:**

Administration/Program Management/Program Evaluation	Legal/Advocacy Issues
Child Welfare	LGBTQ
Community Development/Organization	Mental Health
Correction/Criminal Justice	Occupational/Workplace Services
Developmental Disabilities	Policy Practice
Domestic Violence/Victims Services	Program Evaluation
Family and Child Services	Residential Services-Adult
Gerontology/Aging	Residential Services-Child
Health Care/Hospice	Substance Use Services/Drug and Alcohol
Housing/Homelessness	School Social Work
Immigrant/Refugee Services	Other:
Juvenile Justice	

**POPULATION PREFERENCES—Select 3 Choices:**

	Adolescents/Young Adults		Incarcerated
	Adults		Individuals
	Children		LGBTQ
	Individuals with Disabilities and Developmental Delays		Men
	Elderly		Women
	Families		Veterans
	Groups		Other:

Are there any populations with which you feel you could not work? Is there anything significant from your current or past situations that would make it difficult for you to work with the client groups?

**NOTE:** We will discuss this to determine whether you should challenge yourself to work with this population.

## **Self-assessment**

Self-assessment is a crucial part of social work education. Please reflect on each characteristic and select what you believe is the most appropriate description of your current abilities.

	<b>EXCELLENT</b>	<b>GOOD</b>	<b>NEEDS IMPROVEMENT</b>
My ability to work independently			
My ability to follow instructions			
My writing skills			
My ability to accept criticism			
My listening skills			
My ability to work with others			
My leadership skills			
My oral communication skills			
My ability to share my ideas with my co-workers			

### **Statement of Confidentiality & Adherence to the NASW Code of Ethics**

I recognize and accept my responsibility to conduct myself in a professional manner following the principles of confidentiality and to adhere to The National Association of Social Workers (NASW) Code of Ethics.

As a student in the Social Work program at Western Kentucky University, I pledge to keep confidential the field interactions I conduct or observe, whether written or verbal, between the client, client systems, agency, and myself, and to follow the confidentiality policy of the field placement setting. I understand that this includes during and after the field placement and during and after my Bachelor/Master of Social Work experience at Western Kentucky University.

**I have read the above and will adhere to the statement of confidentiality and the NASW Code of Ethics.**

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Student Signature

Date

**I understand that all agency computer hardware, software, network access, information and data that I utilize as a social work student intern is the property of the agency in which I am placed and should be used for official agency purposes only. I will not use the agency computer systems for personal or non-agency-related purposes.**

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Student Signature

Date

**I give permission to release any pertinent information about me that is necessary in obtaining an appropriate field placement to potential field practicum sites. This includes but is not limited to the information on this Field Practicum Application.**

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Student Signature

Date