**MSW PROGRAM FIELD PRACTICUM APPLICATION**

**Please return this application along with a copy of your professional resume to the Director of Field Placement, David King,** [**David.King2@indwes.edu**](mailto:David.King2@indwes.edu)**, upon completion.**

**This application and all required materials *must be submitted by the deadlines below.***

* ***Practicums beginning in January (by October 1st)***
* ***Practicum beginning* in May (by February 1st)**
* **Practicums beginning in August (June 1st)**

**Late applications will not be accepted*.***

**Personal Information**

Name Click here to enter text. Date: Click here to enter text.

Address: Click here to enter text.

Telephone No. Click here to enter text. Cell Phone No. Click here to enter text.

E-mail Click here to enter text.

Field Year Applying for: Generalist Year 1 \_\_\_\_\_\_\_ Advanced Standing \_\_\_\_\_\_\_\_

**Transportation & Insurance Information**

Students must be able to provide proof of driver’s license, car insurance, and must have a car available for use.

I have a car available for my use. \_\_\_ Yes \_\_\_ No

I have a driver’s license and car insurance. \_\_\_ Yes \_\_\_ No

I have medical insurance. \_\_\_ Yes \_\_\_ No

**Emergency Information**

Name: Click here to enter text. Relationship: Click here to enter text.

Address: Click here to enter text.

Telephone: Click here to enter text. Alternate Telephone Click here to enter text.

Email Address: Click here to enter text.

**Language**

I have skills in a second language. \_\_\_ Yes \_\_\_ No

Second language and proficiency: Click here to enter text.

**Educational Information**

Current Social Work Program GPA \_\_\_\_\_\_ (a 3.0 overall GPA is required to register for field seminars and to participate in your practicum. A review of your grades will occur prior to your practicum start date).

**Legal Issues**

Students may be asked to submit to a background check by their field placement agency prior convictions may restrict your ability to achieve placement. The student should inquire with the placement site and/or your state licensing laws regarding any questions or concerns)

Have you ever been convicted of a felony, misdemeanor, DUI or DWI? \_\_\_ Yes \_\_\_ No

If yes, please explain. (Provide dates, nature of offense and resolution)

Click here to enter text.

Have you ever had a warrant issued for your arrest? \_\_\_ Yes \_\_\_ No

If yes, please explain. (Provide dates, nature of offense and resolution)

Click here to enter text.

Have you ever received a disciplinary action or been fired from a place of employment? \_\_\_ Yes \_\_\_ No

If yes, please explain. (Provide dates, circumstances and resolution)

Click here to enter text.

Student Visa Status - (if applicable check those that apply)

\_\_\_\_\_\_\_\_\_\_F-1 (Student Visa) \_\_\_\_\_\_\_\_\_\_ J-1 (Exchange Student Visa)

**Current Employment**

Name of Current Employer Click here to enter text.

Average Hours worked: Click here to enter text. per week

**Field Placement Sites**

Identify 3 agencies in your area that you are pursuing for field placement. You do not have to have interviewed at this sites yet.

**Agency Name:** Click here to enter text. **Contact Person**: Click here to enter text.

**Address:** Click here to enter text.

**Telephone** Click here to enter text. **Alternate Telephone** Click here to enter text.

**Email** **Address of contact person** Click here to enter text.

**Services Provided**: (aging, child welfare, medical, etc.) Click here to enter text.

**Describe any dual relationships you may currently have with this agency** (student was or is a client of the agency, relatives or friends of the student are clients or employees of the agency, there are outside friendships of the student and agency employees or clients, the student is related to someone by blood or clan at the agency, the agency served as an employment site in the past) Click here to enter text.

**Describe current status of efforts to contact or request field placement opportunities:**

Click here to enter text.

**Agency Name:** Click here to enter text. **Contact Person**: Click here to enter text.

**Address:** Click here to enter text.

**Telephone** Click here to enter text. **Alternate Telephone** Click here to enter text.

**Email** **Address of contact person** Click here to enter text.

**Services Provided**: (aging, child welfare, medical, etc.) Click here to enter text.

**Describe any dual relationships you may currently have with this agency** (student was or is a client of the agency, relatives or friends of the student are clients or employees of the agency, there are outside friendships of the student and agency employees or clients, the student is related to someone by blood or clan at the agency, the agency served as an employment site in the past) Click here to enter text.

**Describe current status of efforts to contact or request field placement opportunities:**

Click here to enter text.

**Agency Name:** Click here to enter text. **Contact Person**: Click here to enter text.

**Address:** Click here to enter text.

**Telephone** Click here to enter text. **Alternate Telephone** Click here to enter text.

**Email** **Address of contact person** Click here to enter text.

**Services Provided**: (aging, child welfare, medical, etc.) Click here to enter text.

**Describe any dual relationships you may currently have with this agency** (student was or is a client of the agency, relatives or friends of the student are clients or employees of the agency, there are outside friendships of the student and agency employees or clients, the student is related to someone by blood or clan at the agency, the agency served as an employment site in the past) Click here to enter text.

**Describe current status of efforts to contact or request field placement opportunities:**

Click here to enter text.

**Personal / Professional Information**

Please describe your *detailed* responses to the following questions.

* **Briefly describe your short term and long-term goals in social work and areas of interest.** 
  + ***Short-term goals:*** Indicate your current thinking about your career plans and goals. What do you hope you will be doing immediately after successfully completing your MSW? Click here to enter text.
  + ***Long-term goals:*** What are your career goals as you perceive them five/ten years into your professional career. Click here to enter text.
  + **Areas of interest**: What populations or practices areas are you most interested in learning about? Click here to enter text.
* Please describe the *social work strengths* you believe you can contribute to your field placement.

Click here to enter text.

* Please describe the *personal and professional strengths* you believe you can contribute to your field placement.

Click here to enter text.

* Discuss any limitations at this point related to your readiness for beginning social work practice.

Click here to enter text.

* Discuss the learning opportunities you wish to have while in practicum and your expectations of the field placement in general. Identify *at least 3* top priorities or expectations.

Click here to enter text.

* Discuss skill areas you expect to utilize and enhance during this field practicum.

Click here to enter text.

* Discuss and describe what you are looking for in a Field Supervisor and from field supervision, including your hopes and expectations. Please also discuss what your supervisor can expect of you.

Click here to enter text.

**Additional Documents Required with Submission of Application**

* **Resume – Please attach a copy your updated professional resume.**
  + Include all volunteer and paid positions held as well as experiences you have had in counseling, tutoring, committee responsibilities, camp counseling, college leadership positions, and club involvements.
  + Update resume upon completion of Foundation Year Practicum if needed.
  + Give name of organizations worked for, your position title, length of involvement, and brief description of responsibilities.

The Center for Life Calling and Leadership offers assistance in resume building and students are encouraged to contact them at mywildcatworks.com.

* **Previous Field Evaluation**
* BSW Final Field Evaluation (if in advanced standing program)
* **Professional References**
* Please provide **two** professional letters of reference using the reference forms provided.
* These documents may be signed and scanned back to the student.
* References must be from individuals *not* related to the applicant.

**STUDENT’S ATTESTATION AND CONFIDENTIALITY STATEMENT**

I have read the MSW manual for field instruction including sections regarding confidentiality, behaviors that can result in the termination of my practicum, the NASW Code of Ethics and withdrawing from or failing field seminars found therein. I agree to abide by the policies and procedures outlined in the manual for field instruction. I further agree to uphold the ethical guidelines for social work practice as set forth in the NASW Code of Ethics and on behalf of the agency providing my field placement and professional practice. I will respect the privacy of clients and hold in confidence information obtained in the course of professional service.

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STUDENT’S FERPA STATEMENT**

Family Education Rights and Privacy Act (FERPA): The Office of Field Director may share all relevant information with appropriate persons who may include the IWU faculty liaison, the agency field instructor, the agency administrator, the student’s academic advisor, or the director of the Masters of Social Work Online program. Relevant information is defined as information that may involve the field placement selection, clients, agency field instructors, staff, the student learning experience, or school policy. Such information will be shared to enable informed choice by field instructors, protect clients, protect students, and facilitate the learning process. Agency field instructors and faculty liaisons are also expected to share relevant information with the Field Director. By signing this statement, the student also provides release of information. This release includes academic record (directory and non-directory information), all contents of the field application, and evaluations from previous field education experiences. This release gives the Field Director permission to release the above information to agencies with whom the student may interview and/or be placed as well as faculty liaisons.

Student Signature Date

Upon receipt of this completed application and all required completed documents, the Director of Field Experiences will contact you to set up a phone interview.

Please direct questions to David King,[**David.King2@indwes.edu**](mailto:David.King2@indwes.edu)**.**

**By submitting this application for field placement, I agree that I have received and read the MSW Field Manual. I further attest that all information provided in this application is accurate.**

**Please scan and submit this completed application with signatures and all required attachments to** [**David.King2@indwes.edu**](mailto:David.King2@indwes.edu)**.**