Field Application Checklist and Instructions:

Field applications must be turned in between May 1st - May 15th and will not be accepted earlier. Do not email or fax documents.

\_\_\_ Completed field application with needed signatures

\_\_\_ Proof of professional liability insurance (one page policy document)

\_\_\_ TB testing results

\_\_\_Unofficial transcript (can be printed by student)

\_\_\_Resume

\_\_\_Photo (professional photo not needed)

**DEPARTMENT OF SOCIAL WORK**

**2020/21   
BSW FIELD APPLICATION**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Overall G.P.A. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency contact and phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ASU Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current mailing address: Physical address for Fall 20: (for placement purposes)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of Employment and location: Your job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students are required to submit resume, proof of professional liability insurance, photo and TB test results with this application. Please do not turn in original documents. You must maintain a copy of all items for your records, because agencies may also ask for these items. **Field applications will not be accepted before May 1 and must be turned in before May 15th.** If you need additional time due to financial issues or other reasons, you may be able to receive an extension by contacting Donna Parker. However, you must request this extension prior to May 15th. Students not meeting this deadline will not be able to receive an internship placement.Please do not fax forms or email these documents. You can mail these items to Julian McCormick or bring them to the office. If you have any questions, please contact Donna Parker at [dparker@astate.edu](mailto:dparker@astate.edu) or Julian McCormick at [jumccormick@astate.edu](mailto:ccamp@astate.edu).

After all field placements are selected by the Field Director, you will receive a Field Placement letter by email. (You may receive a phone call from the director in June or July to discuss the specifics) This email will provide you with further instructions that will include scheduling an interview. You will also be given a permit at that time to register for field class. Students are placed in field class sections based on agency placement, **so you will not be able to register for field class before you receive your official field placement letter.**

There are several sources in which you can purchase professional liability insurance. If you are a member of NASW, you can purchase professional liability insurance through their provider and that information can be found on the NASW website. Student membership to NASW is very reasonable, and offers many benefits as you begin your social work career. As a member you will also receive four issues of the Social Work journal, the NASW monthly newsletter, and be eligible to be nominated as NASW BSW Student of the Year. Another source frequently used by students is HPSO, Healthcare Providers Service Organization. You can purchase student insurance for approximately $30 a year. You can complete this application and make payment on line at [www.hpso.com](http://www.hpso.com) and print confirmation of your insurance while awaiting the policy. If you need to pay with a check or money order, you will need to complete this process through the mail, but be aware this may create some delay before you will receive a copy of your policy. You will be required to hold valid professional liability insurance throughout the spring semester. If you have any questions about insurance, please direct them to your chosen provider.

You may obtain a TB skin test at the student health center or with your physician. Information from the Student Health Center is attached to answer your questions.

If you have a specific agency where you would like to do your placement, please list preferences:

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please rank in order five of your interests for field experience.

\_\_\_\_\_child abuse and neglect \_\_\_\_\_homeless

\_\_\_\_\_adolescents \_\_\_\_\_children & youth services

\_\_\_\_\_crisis intervention \_\_\_\_\_developmental disabilities

\_\_\_\_\_domestic violence \_\_\_\_\_physical disabilities

\_\_\_\_\_families \_\_\_\_\_geriatrics

\_\_\_\_\_homeless \_\_\_\_\_community development

\_\_\_\_\_HIV/AIDS \_\_\_\_\_hospice

\_\_\_\_\_medical social work \_\_\_\_\_corrections/prison

\_\_\_\_\_policy \_\_\_\_\_ juvenile

\_\_\_\_\_delinquency/probation \_\_\_\_\_substance abuse

\_\_\_\_\_school \_\_\_\_\_sex offenders

\_\_\_\_\_mental health other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a second language other than English with good conversational skills? If so, what

language?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have access to a car for your internship? YES or NO

**STATEMENT OF UNDERSTANDING:**

Your signature below indicates that you understand and agree to the terms and conditions identified below. Failure to provide accurate information is grounds for termination from the program. You should familiarize yourself with the ASU Department of Social Work Field Manual.

1. I understand Field Experience I (SW 4273) requires a minimum of 168 hours of supervised social work practice experience and Field Experience II (SW 4296) requires 280 hours. In addition, students are required to obtain 6 hours of attendance to social work conferences during the academic year. Field I will meet for a seminar style class one time a week and students will receive further information regarding this in their placement letter.

2. I have completed my general education requirements and Practice I, (SW 4253) with an overall GPA of 2.75 or above, and I have been admitted to the social work program.

3. By submitting this application, I am now governed by the policies and procedures outlined in ASU Department of Social Work Field Manual.

4. I understand that I am not guaranteed the placement of my choice.

5. I understand that I am responsible for my own transportation and I must inform the Field Director of any limitations or barriers I may have related to transportation. Do you have a car available for field? \_\_\_\_\_Yes \_\_\_\_\_No

6. I understand that I must submit proof of professional liability insurance with this application and that this insurance must not lapse during my fall or spring semester.

7. I understand that I must submit results of TB testing with this application.

8. I understand that the Social Work Licensing Board may refuse to issue or renew a license or may revoke or suspend a license issued under this chapter (AR) for any of the following causes or reasons:

(1) Violation of a provision of this chapter;

(2) Gross negligence in the practice of social work;

(3) Engaging in a course of unprofessional conduct as defined by the rules established by the Board or violation of the code of ethics made and published by the Board;

(4) Conviction in this or any other state of any crime that is a felony in this state;

(5) Has been convicted of a felony in federal court.

Section 7 is copied from the State of Arkansas Social Work Licensing Act. A complete copy may be found on the Social Work Licensing Board web page.

Every effort will be made to place the student in their area of interest. However, there are a number of factors considered when assigning a field placement which could preclude the student’s placement in their area of interest. Included are CSWE requirements, appropriate supervisory credentials, experience, agency commitment etc. All relevant factors are considered with the best learning experience possible as the goal of the Social Work program.

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Arkansas State University**

**Department of Social Work**

The ASU Social Work program adheres to the NASW Code of Ethics. If at any time during your

field placement you have questions or concerns about a potential ethical dilemma, please contact

your field instructor and your faculty liaison

**Recognition of Social Work Values and Ethics**

Whereas the field of social work has a unique emphasis on the value of human life and diversity,

I believe that having chosen social work as a major and upon entering the honorable field of

social work, I commit to practice within the National Association of Social Worker’s (NASW)

Code of Ethics. I understand this document addresses issues which include but are not limited to

social injustice, diversity, sexual orientation, race, confidentiality, responsibility to the

profession, promotion of the general welfare of society, sexual relationships, derogatory

language, responsibility to employers, respect for colleagues and clients, which may include

vulnerable people in society and other issues.

I certify that I have read the NASW Code of Ethics and agree to practice within the boundaries

and uphold the standards stated in the Code of Ethics. I realize that violation of such is grounds

for failing the field and termination from the program.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

You may obtain a TB skin test at the student health center or with your physician. The following information is provided by the student health center regarding TB Testing:

TB INFORMATION

You may obtain your TB test from your PCP or the Student Health Center. The following includes instructions for the Student Health Center.

If you are just beginning this process – TB tests require a 2 week process. After getting your first shot, you are to return 2-3 days later for the reading. Next, you are to return 1 week from the original shot for your 2nd shot. You are to return 2-3 days later for your reading and receive your card. This card is good for 1 year and it is YOUR CARD. We do not provide copies of this card.

If you miss you’re reading date, you will have to start the process over for that particular shot.

To maintain your TBs, you are to have 1 shot and reading yearly.

Each TB is $10.00 per shot and the reading is free. These charges will be placed on your student account. We not take any form of payment at the Student Health Center.

If you had previously had a TB shot, please bring that proof because you may only need 1 shot and 1 reading.

The best times to come are 9am-12pm and 2-4:30pm on Monday, Tuesday, Wednesday, and Friday.

We do not give TB Shots on Thursday because we are not open on the weekends. No appointment is necessary.

If you have any more questions, please contact us, 972-2054, Student Health Center.