



## Pre-Field Orientation

My signature below is to certify that I have attended the required Pre-Field  
Orientation on \_\_\_\_\_.  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





**SOCIAL WORK PROGRAM  
PREFERENCE AREAS**

\_\_\_\_\_  
Name

\_\_\_\_\_  
ID#:

Please list below five (5) **areas** that you prefer to be placed in. Please note that your strengths are viewed during the progression of your education in the Social Work Program and you may be placed based on your strengths. This is not to be a specific place.

1.	
2.	
3.	
4.	
5.	

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date



## SOCIAL WORK PROGRAM FIELD PLACEMENT PREREQUISITES

In order to be able to enroll in Field Placement I, you must have been accepted into the Social Work Program and have taken and completed with at least a "C" all of the following courses:

1. SOWK 3300 Introduction to Social Work with Service Learning
2. SOWK 3302 Social Welfare in America
3. SOWK 3301 Methods and Skills of Social Work
4. SOWK 3303 Social Work with Diverse Populations
5. SOWK 3305 Biological Foundations of Human Behavior if not taking Anatomy and Physiology as your lab sciences
6. SOWK 3311 Practice I
7. SOWK 3304 HBSE I
8. SOWK 3310 HBSE II
9. SOWK 4300 Policy

\*\*\*\*\* *Please be advised that electives must be completed with at least a "C" or higher to continue into field placement.* \*\*\*\*\*

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My signature below verifies that I understand I must meet/have met all of the above requirements prior to beginning Field I.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



### APPLICATION TO FIELD

PERSONAL DATA		SEMESTER/YEAR _____	STUDENT ID# _____
Last	First	M.I.	
Street	Phone (    )		
City	State	Zip	
E-mail Address			
CURRENT EMPLOYMENT			
Employer	Phone (    )		
Job Title	Hrs/Wk		
CRIMINAL HISTORY			
After the age of 17, have you ever been arrested or received a citation other than a minor traffic violation? (DUI/DWI are not minor violations)		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, provide date of occurrence and describe incident (s) and outcomes (s):			
Have you ever been investigated for any abuse allegation with adult protective services (APS), child protective services (CPS), child care licensing (CCL), or Texas Department of Aging and Disability (DADS)		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, provide dates of occurrence and describe the incident (s) and outcomes (s):			
LICENSES			
List any previous professional license held in any field:			
Have any received a complaint or been revoked? If yes, explain			



### MENTAL/EMOTIONAL HISTORY

Due to the nature and sensitivity of the content related to social work, students are asked to divulge personal information to allow the Field Director/Assistant Field Coordinator to provide mentorship as needed.

Are you currently undergoing counseling/psychotherapy? YES  NO

If yes, without going into detail, what is the nature of the issue/problem for which you are receiving counseling/psychotherapy?

Have you ever been hospitalized for mental/emotional health? YES  NO

If yes, please provide the following information for each hospitalization. An additional sheet may be attached, if necessary.

Dates of Hospitalization		
Dates of Treatment		

### DRUG & ALCOHOL HISTORY

Have you ever been in a drug and/or alcohol treatment or detoxification center as a client? YES  NO

If yes, please list the following information. Attach additional sheets if necessary.

Are you aware of a condition/circumstance that might represent increased liability to you, the University, or social service agencies where you will complete your field placement? YES  NO

**\*NOTE: Failure to disclose such information is grounds for denial of admission or later dismissal from the program.**

The faculty may request a written appraisal or evaluative statement from an appropriate professional attesting to the current readiness and fitness of the applicant to enter the Social Work Degree Program. Acknowledgement of criminal activity, mental/emotional problems, or drug and alcohol abuse are not automatically grounds for denial of the application. The program fully realizes that many people go into fields such as social work after facing and dealing with their own personal life issues. The purpose of this section is to ensure that students who are admitted to the program are not actively dealing with issues or exhibiting behaviors that would impair their ability to 1) succeed in such a rigorous program as Social Work; 2) deal with people as an effective helping professional; and/or 3) conform to the standards and expectations of the profession. The Program may require a professional assessment of the person's ability to function should questions arise over any of these areas until completion of the program.

### ACADEMIC DATA

List any previous university or college attended.

Name of College	Major
Name of College	Major
Name of College	Major



Overall number of credit hours completed	Overall GPA	Institution GPA
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**LIST ALL CSWE ACCREDITED SOCIAL WORK COURSES AND GRADES:**


**WHAT ARE YOUR CAREER PLANS?**

1. Immediately after graduation:
  
2. Long Range

**LIST ANY WORK OR VOLUNTEER EXPERIENCES YOU HAVE HAD IN WORKING WITH PEOPLE. DESCRIBE DUTIES OR RESPONSIBILITIES.**

<b>Signature</b>	<b>Date</b>
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**SOCIAL WORK PROGRAM  
CLASS SCHEDULE & WORK SCHEDULE**

Name \_\_\_\_\_

ID#: \_\_\_\_\_

Please list your class schedule for each semester you will be in field.

**CLASS SCHEDULE**

Subject	Course Number	Title	Day of Week	Times
SOWK	4684	Field Placement I		

Subject	Course Number	Title	Day of Week	Times
SOWK	4685	Field Placement II		

**WORK SCHEDULE**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

Total hours per week:

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date





**FIELD PROGRAM  
BACKGROUND CHECK FORM**

The following information is for the use of the Social Work Program.

Please complete the following:

**Full Name**

\_\_\_\_\_  
First Middle Last

**Previous Name(s) Used**

\_\_\_\_\_  
i.e. maiden name, etc.

**Date of Birth**

\_\_\_\_\_  
MM/DD/YYYY

**Students will not be allowed to go to Field Placement without the results of the background check. The Social Work Program will discuss any questionable results with the student before making a final decision on the student's status in the program.**

**\*\*\*Students will report if they are investigated by Child Protective Services or Adult Protective Services, have criminal arrests, or are hospitalized for psychiatric care after field orientation, during breaks between semesters or during the field internships. Though this information may not exclude the student from continuing in the Social Work Program, a background may impede or prevent the program from finding a field placement.**



## STUDENT RESPONSIBILITIES CONTRACT FOR FIELD PLACEMENT

Field Placement students should be aware that they are a representative of the university and the host agency. They are expected to conform to acceptable standards of dress, neatness, and courtesy to agency supervisors, fellow workers, staff members of the agency, and clients. They are to abide by the policies and regulations of the agency, as well as the following specific requirements:

1. Student must maintain 70% or higher RAPB scores during Field I & II
2. Student has received, read, understands and will abide by the expectations of the Field Instruction Manual.
3. Students are assigned to field instruction a minimum of sixteen (16) hours per week (ideally consisting of two eight-hour days).
4. Students are responsible for attending weekly professional social work supervision.
5. Students are to keep confidences as they would in any professional situation. They are not to discuss the affairs of the agency with the general public. They are to say nothing that will identify any individual client, employee, or situation. The information they discuss with the agency field instructor/task supervisor, contract social work supervisor and the field seminar instructor in field seminar is confidential in nature and belongs to the agency, not to students personally or professionally. Under no circumstances are agency materials made available to field students to be used for other purposes such as social media of any kind.
6. Students are in field placements as learners. They are expected and encouraged to ask questions to facilitate the learning process. Students should realize that it is extremely unlikely that students' ideas on "how things ought to be run" will be of sufficient merit to justify immediate implementation. Students should not hesitate to share their ideas, however, with their supervisor, who will listen and be interested.
7. Students are not to enter into personal relationships with clients. They must not make promises to clients to provide favors or special treatment during field placement or afterwards. They are not to join with clients in any criticism of the practice setting to which they are assigned. They are not to make arrangements to meet clients away from the agency after working hours or allow a client to come to their home.
8. **Under no circumstance is a student allowed to transport a client or field agency representative, or drive the field agency vehicle during or after work hours.**
9. Students are not required to use their personal cellular phones.
10. Students are expected to notify the agency field instructor/task supervisor and class instructor in advance of absences. Absences extending beyond two days within the academic semester may result in a decision by Field Director/Assistant Field Coordinator, in consultation with the field instructor/task supervisor, to extend the practicum period beyond the scheduled ending date.
11. Field instruction begins on the first day of class of the academic semester and continues through the last day of instruction. Exceptions to the academic semester schedule may be arranged in advance to meet the agency needs. Students must complete 225 hours a semester. Agency legal holidays and appropriate religious holidays may be observed.



Arrangements for religious holidays must be made in advance with the field instructor/task supervisor.

12. Students will report to the Field Director/Coordinator if they are investigated by Child Protective Services or Adult Protective Services, have criminal arrests, or are hospitalized for psychiatric care after field orientation, during semester breaks or during the field internship.
13. Students may be removed from a field placement and/or receive a failing grade in this class for a serious or repeated violation(s) of these expectations, of the students' responsibilities, of the ethics of the social work profession, or of the policies of the agency.

I have read and understand the above expectations and responsibilities.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



# ATTENTION STUDENTS

In order to proceed with the **Field Interview**, you **MUST** have the following forms completed **before** you see me:

- Field Application
- Preference Area Form
- Background Check (may be required at agency)
- Release of Information
- Prerequisites Form
- Class schedule for semester(s) attending field.
- Work schedule for semester(s) attending field.

These forms have been provided for you. **If you do not have these items when you arrive to the interview, then you are not prepared and will need to reschedule!** Please be responsible, professional and prepared.

**Thank you,**

**Vené Baggett, LMSW**  
**Assistant Instructor/Field Coordinator**  
**Social Work Department**