

# ATTENTION

## *Students Beginning First Field Placement (October, 2010)*

Attendance at the Field Orientation Seminar is **required** for all students prior to beginning their first field placement. Students may not begin field placement without having attended the Field Orientation.

The Field Orientations for Fall, 2010 are scheduled as follows:

**Friday, September 10  
(9:30 AM – 12:30 PM)**

**Friday, September 17  
(9:30 AM – 12:30 PM)**

**Monday, September 20  
(6:00 PM – 9:00 PM)**

**Friday, September 24  
(9:30 AM – 12:30 PM)**

University of Houston  
Graduate College of Social Work  
Office of Field Education

**INSTRUCTIONS  
FOR COMPLETING FOUNDATION SEMESTER APPLICATION FOR FIELD  
PRACTICUM**

1. Complete all information in detail. Please print carefully so your telephone numbers and email address can be clearly read.
- 2/3. The first field course is called Field Practicum I: Foundation. That is the course for which you are applying. It will be in October of the Fall Semester Foundation.
4. This should be consistent with the information in your application to the GCSW.
5. If Fall 2010 is the beginning of your MSW education at the GCSW, please enter that date.
- 6/7. Please complete each question. Do not leave blank. If you are not clear as to what these tracks and/or certificates are, please review the descriptions on the GCSW web site. (sw.uh.edu)
8. What kind of placement would you like to have and why? Please do not refer to specific agencies. You are not expected to have agency specific information at this time. Please list more than one interest area.

Please understand that just because you list a certain interest area, does not mean that you will be placed there. There is a difference between the learning objectives for your first field placement and your second. For example, “therapy” is a skill learned in the second field placement and is not available in first year agencies. First year field courses focus on community responses to broad social problems. That is why it is important to know which social problem areas interest you.

When completing this section, it would be wise to consider thinking about both your first and second field placement. Your second field placement should be reserved for that practice setting in which you hope to begin post MSW employment. Therefore your first field placement should be something different. It should provide you with an experience that you have not yet had to give breadth to your post MSW resume.

Understand that field practicum is an educational experience. You are expected to learn new skills. You are not applying for a job. Therefore you will not want to request a placement working with adolescents if you have been working with adolescents for the past five years.

9. In which practice areas would you NOT like to work? It is possible that you have just placed a grandparent in a nursing home and it was an emotional experience for you. This may not be the best time to be working with older adults. Possibly you have had difficulty with a child and are still working with the problem. This may not be the best time for you to be working with children. Please consider carefully whether there are any interest areas that may not provide the best learning for you at this time for personal reasons. Note those with a brief explanation. It is important to remember that the social work profession is responsible for meeting the needs of very diverse populations. Lack of previous experience with a specific population group will not constitute a valid reason for avoiding a learning opportunity with that group.
10. This section will allow you to inform us of any limitations you may have that could affect where you are placed. Geography is a critical one. We do not want to place you in Galveston when you are living in Sugar Land. Please let us know if there are any constraints to the geographical location of your placement. Keep in mind that there are few social services and therefore few field placements in suburban areas. Affiliated agencies must meet certain requirements to become field placement sites with our MSW program. Do not make any assumptions about the field placement availability of agencies in your area of residence. They may or may not qualify to take our students.
11. This is an important item. Please contact the Field Office if you have any questions or concerns.

**Signatures: Your signature is the only one needed on this form at this time.**

**Brief Biographical Statement:** The Brief Biographical Statement is found on the attached page. Since this page and its back will be sent to potential field instructors you may want to be sure that it is especially legible. This information may be the field instructor's first impression of you. You may attach a resume to your field application if you wish. A resume will not be sent to field instructors. Please do not leave the Brief Biographical Statement blank and think the attached resume will suffice for the information requested. You will need to complete this information in full to be considered for field placement.

1. Please print your name legibly and use the same name you used when applying to the program.
2. Please be specific. Do not answer this question with the word "Houston".
- 5/6. If you have multiple years of employment, list the most relevant experience to social work. If you do not have multiple years of experience, list all experience available.
8. **This question is absolutely critical.** Please be specific. Also be aware that field placement hours are not available in evening and weekend times. Therefore you will need to make arrangements to be available for at least 16 hours per week Mondays through Fridays 8:00 AM – 5:00 PM.

9. Skills to be developed in this first field placement will reflect the learning objectives for the foundation semester.

**Critical Field Education Policies:** These are important policies of which you must be aware before beginning field placement. Please read carefully and sign each one. All students must be covered under professional liability insurance before beginning field placement. Professional liability insurance forms will be online and will need to be submitted before the published deadline in early September. You may complete this field application without actually having submitted the liability insurance form as long as you are aware that it will need to be done.

University of Houston  
Graduate College of Social Work  
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**FOUNDATION SEMESTER APPLICATION FOR FIELD PRACTICUM**

1. Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Street) (Apt. #)

\_\_\_\_\_  
(City) (State) (Zip Code)

Telephone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Cell: \_\_\_\_\_ Pager: \_\_\_\_\_

E-mail Address (**print carefully**): \_\_\_\_\_

2. Course applying for:  
\_\_\_\_\_ Field Practicum I: Foundation

3. Semester applying for:  
\_\_\_\_\_ Fall \_\_\_\_\_ (Year)

4. Status: \_\_\_\_\_ Full-time \_\_\_\_\_ Flex Option

5. Semester and Year you first entered GSSW: \_\_\_\_\_

6. At this point what track do you anticipate selecting. Check one.

- a. Clinical Practice \_\_\_\_\_  
b. MACRO Practice \_\_\_\_\_

7. At this point, please indicate if you plan to enroll in a certificate program.

- a. Gerontology \_\_\_\_\_  
b. Political Social Work \_\_\_\_\_  
c. Trabajo Social \_\_\_\_\_  
d. Health Disparities \_\_\_\_\_  
e. None of the above \_\_\_\_\_

8. Have you any preferences as to the kind of people, ages, problems or settings (not specific agencies) with which you would like to work? Why?

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

9. Have you any preference as to the kind of people, ages, problems or settings with which would NOT like to work? Why?

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

10. List any special conditions or limitations to be considered in arranging your field placement: These may include transportation, child care, and ability issues.

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11. Many of our affiliated agencies have begun to require criminal background checks and drug screenings of all potential employees and student interns. If you have any concern about these procedures, please see the Director or Associate Director of Field Education. **I have read this item** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

COMPLETE ATTACHED "BRIEF BIOGRAPHICAL STATEMENT" FORM. YOUR APPLICATION WILL NOT BE PROCESSED IF THIS FORM IS NOT ATTACHED AND COMPLETE. **(DO NOT ATTACH A RESUME)**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Field Education Signature

\_\_\_\_\_  
Date

FOR FIELD OFFICE USE ONLY

\*\*\*\*\*  
AGENCY FIELD INSTRUCTOR DATE REFERRED

University of Houston  
Graduate College of Social Work  
Office of Field Education

**BRIEF BIOGRAPHICAL STATEMENT**

**PLEASE PRINT LEGIBLY.** Complete this form as carefully as possible. ATTENTION: **A copy of this form will be mailed to potential field instructors with affiliated agencies.**

1. Name: \_\_\_\_\_
2. What geographical part of town do you live in? Please be specific. \_\_\_\_\_
3. Do you speak a language other than English? \_\_\_\_\_ No \_\_\_\_\_ Yes Language \_\_\_\_\_  
If yes, rate your ability to speak and understand on a scale of 1 to 5, with 5 being fluent \_\_\_\_.
4. Educational background:
  - a. Undergraduate  
College \_\_\_\_\_  
Major(s) \_\_\_\_\_  
Degree \_\_\_\_\_ Date Received \_\_\_\_\_
  - b. Graduate  
College \_\_\_\_\_  
Major(s) \_\_\_\_\_  
Degree \_\_\_\_\_ Date Received \_\_\_\_\_
5. Work experience:
  - a. Years of work experience since undergraduate degree: \_\_\_\_\_
  - b. List places of employment and job responsibilities below. (List most recent job first.)

| Place of Employment | Dates | Job Responsibilities |
|---------------------|-------|----------------------|
| _____               | _____ | _____                |
| _____               | _____ | _____                |
| _____               | _____ | _____                |
| _____               | _____ | _____                |

6. a. Volunteer work: Describe any volunteer experiences you may have had. (List most recent first.)

| Agency | Dates | Job Responsibilities |
|--------|-------|----------------------|
| _____  | _____ | _____                |
| _____  | _____ | _____                |
| _____  | _____ | _____                |
| _____  | _____ | _____                |

6. b. Relevant life experience (extensive or foreign travel, parenting, non-degree oriented course work, etc.)

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|-------|
| _____ |
| _____ |
| _____ |
| _____ |

**Brief Biographical Statement**  
**Page 2**

7. Previous Internship: List below any previous social work field placements you may have had, most recent first.

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8. Do you plan to be employed during field? \_\_\_\_\_ No \_\_\_\_\_ Yes \_\_\_\_\_ Hours employed per week

9. What skills do you hope to develop in your field placement?

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10. What do you see yourself doing immediately after graduation?

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11. What do you see yourself doing 3 to 5 years after graduation?

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12. What is your ultimate career goal?

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13. Any other information about yourself or comments you would like to convey to a potential field instructor.

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## **CRITICAL FIELD EDUCATION POLICIES**

1. I understand that I must attend the required Field Orientation prior to beginning the first field practicum course I take at the GCSW. I have received and read the information regarding the date and time of the next scheduled Field Orientation.

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

\_\_\_\_\_  
Date

2. I understand that a student will be terminated from the program if he/she is unable to secure a field placement after three (3) interviews each of which results in a documented violation of student standards.

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

\_\_\_\_\_  
Date

3. I understand that field practicum hours must be completed during normal business time, Monday through Friday, 8:00 a.m. – 5:00 p.m.

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

\_\_\_\_\_  
Date

4. I understand that students are required to purchase professional liability insurance prior to enrolling in field practicum courses. I have completed an insurance eligibility form and authorization for the cost of the insurance to be included on my University fee bill.

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

\_\_\_\_\_  
Date

5. I understand that if I am absent from field without notifying my field instructor more than one time, my field placement will be terminated and a grade of Unsatisfactory will be assigned.

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

\_\_\_\_\_  
Date