

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 begin in October of the Fall Semester Foundation.
4. This should be consistent with the information in your application to the GCSW.
5. If Fall 2012 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. Please understand that just because you check 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. 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.

10. Geographical area is critical. Please be clear as to your answer.
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 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.
- 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.
7. **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.
8. 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.

ATTENTION

Students Beginning First Field Placement (October, 2012)

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, 2012 are scheduled as follows:

**Friday, September 14
(9:30 AM – 12:30 PM)**

**Friday, September 21
(9:30 AM – 12:30 PM)**

**Monday, September 24
(6:00 PM – 9:00 PM)**

**Friday, September 28
(9:30 AM – 12:30 PM)**

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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: _____ 3. Semester applying for: _____
_____ Field Practicum I: Foundation _____ Fall _____ (Year)

4. Status: _____ Full-time _____ Flex Option _____ Weekend College

5. Semester and Year you first entered GSSW: _____

6. At this point what concentration 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 specialization program.

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

8. In which of the following are you interested in working? (*please check all that apply*)

- | | | |
|---|---|--|
| ☐ GLBT Community | ☐ Policy | ☐ Immigration |
| ☐ HIV/AIDS | ☐ Administration | ☐ Spanish-speaking |
| ☐ Children | ☐ Schools (K-12/College) | ☐ Advocacy |
| ☐ Adolescents | ☐ Health Care | ☐ Pregnancy |
| ☐ Women | ☐ Mental Health | ☐ Child Welfare |
| ☐ Aging | ☐ Communities | ☐ Adoption/Foster Care |
| ☐ Families | ☐ Grant Writing | ☐ Domestic Violence |
| ☐ Homeless/Housing | ☐ Poverty | ☐ Sexual/Physical Abuse |
| ☐ Substance | ☐ Ethnic Diverse Population | ☐ Grief and Loss |
| ☐ Corrections/Juvenile Justice | ☐ Developmental Disabilities | ☐ Other |

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

10. What geographical part of town do you live in? (*please check one*)

- | | | |
|--|--|--|
| ☐ East Houston | ☐ Northwest Houston | ☐ Woodlands/Conroe |
| ☐ Southeast Houston | ☐ Medical Center | ☐ Katy |
| ☐ Northeast Houston | ☐ Downtown | ☐ Galveston |
| ☐ Inside the Loop | ☐ Clear Lake/Pasadena | ☐ Austin |
| ☐ West Houston | ☐ Sugar Land/Richmond | ☐ Beaumont |
| ☐ Southwest Houston | ☐ Kingwood/Humble | ☐ Other, please specify _____ |

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 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. 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 ____.
3. Educational background:
 - a. Undergraduate
College _____
Major(s) _____
Degree _____ Date Received _____
 - b. Graduate
College _____
Major(s) _____
Degree _____ Date Received _____
4. 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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

Agency	Dates	Job Responsibilities
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

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

7. Do you plan to be employed during field? _____ No _____ Yes _____ Hours employed per week

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

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

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

11. What is your ultimate career goal?

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

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