All students must complete the social work field application prior to entering field.

ALL COMPLETED APPLICATIONS MUST BE TURNED IN TO THE PRACTICUM COORDINATOR PRIOR TO BEING ADVISED FOR FIELD

Carefully read the following instructions before completing this application.

FIELD APPLICATION CHECKLIST

1. Complete the attached field education application form found at the end of this document.
   a. Please answer all the questions on the application form.
   b. The information requested is used to assist the field office in making the best possible agency match for each student.

2. On the application you are asked to list 2 possible field practicum sites.
   a. The Social Work Practicum Agency on the Department’s website (http://www.utep.edu/chs/sw/resources/field-education.html) has been compiled to assist you.
   b. Review this list and explore the websites of these agencies and organizations.
   c. This site list is continually updated. However, agency changes can occur quickly and situations emerge that are beyond our control. Therefore, this list may not reflect the latest changes due to program termination, staffing changes, and agency restructuring and, consequently, a student placement may not be available.

3. Prepare a resume listing your educational work, and volunteer experiences and include it with the application.
   a. Keep copies of your resume to take with you on agency interviews.
   b. Please contact UTEP’s Career Center for support in developing your resume.

4. Social work students may need to complete additional field education requirements as part of specific field practicums.
   a. It is becoming more common for agencies to require incoming student interns to be assessed and, if accepted, trained as new employees.
   b. Human resource protocol may include background checks, drug testing, TB testing and CPR (American Heart Association). It may also include showing proof of a recent physical exam and/or your immunization history.
   c. Agencies may also request a writing sample.

5. Background checks
   a. These often focus on such issues as prior arrests and convictions for felonies and misdemeanors, use of illegal drugs, and certain motor vehicle offenses (e.g., driving under the influence).
b. An agency may deny a student a field placement position based on the results of the background check or a failed drug test.

c. As a safeguard, it is strongly suggested that you review your background for accuracy and completeness prior to having a field agency conduct its own review (e.g., even if you do not have a criminal background but have a popular/common name, check to make sure information about another “Mary Smith” who has a record is not entered under your name and social security number).

6. Since field education is a program requirement, a student may be excluded from completing the MSW program if an approved field placement cannot be arranged.

7. Anticipate the purchase of a Liability Insurance Policy for one 12 month period, commencing at the beginning of the semester you are in field.
   a. Liability Insurance as well as backgrounds checks, etc. can be obtained from the UTEP Compliance Office (http://www.utep.edu/chs/compliance/).

8. Return your completed application to the Social Work Practicum Coordinator via email by indicated due date.

REMINDERS

• Students are not allowed to contact a practicum agency until they are advised to do so and then can only contact agencies that are agreed to by the Practicum Coordinator.

• If the student contacts an agency without agreement of the Practicum Coordinator, the student will not be allowed to perform their practicum at that site.

• MSW students are required to complete a minimum of 960 hours of field education (240 hours per semester for four semesters).
  o Regular MSW students will complete two different field practicum sites (two semesters at each location).
  o Advanced Standing students will complete one year of field placement for a total of 480 hours.

• Students will view the online Field Orientation PowerPoint from the Department of Social Work website prior to beginning the actual practicum in the field agency.
  o Orientation will include the review of field education goals and objectives, discussion of agency and student expectations, and field education policies and requirements.

• At the start of field education, you will be required to review the field manual.
  o A copy of the Field Manual can be found on the Department’s website.
  o Some field education information, including requirements, assignments, policies, procedures, and forms can be found in the Field Manual.
UTEP DEPARTMENT OF SOCIAL WORK
MSW FIELD EDUCATION APPLICATION
SOCIAL WORK PRACTICUM EDUCATION
Deadline: December 16th, 2017

Date________________

PLEASE TYPE OR PRINT CLEARLY

Student Name ________________________________ UTEP Student ID Number ____________________________

Birth Date ______________________ County of Residence ________________________________

Mailing Address ____________________________________________________________

__________________________________________________________________________

Telephone Numbers (___)___________ (___)___________ (___)___________
Home Work Cell

Email Address___________________________________________________________

Emergency Contact (name & phone)___________________________________________

Field Education Orientation is held online. You must view the PowerPoint presentation on the Department of Social Work website to be eligible for field education.

_____ (initials) I have viewed the online Field Education Orientation, and I understand I will be held responsible for the content in the presentation.

Academic Advisor _____________________________ Year of expected graduation ____________

Which MSW program are you in? __FT24 ___PT36 ___AS

Are you presently employed? ___Yes ___No
If yes, indicate place of employment _____________________________________________

and typical work schedule_____________________________________________________

Do you have a driver’s license? ___Yes ___No
Do you have reliable transportation? ___Yes ___No

Do you require an agency that is accessible to persons with disabilities? ___Yes ___No

What is your language preference? __________________________

To what extent do you feel comfortable in carrying out your field practicum training in Spanish? **Circle One:**

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<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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<tbody>
<tr>
<td>Extremely Comfortable</td>
<td>Very Comfortable</td>
<td>Comfortable</td>
<td>Slightly Comfortable</td>
<td>Not at all Comfortable</td>
</tr>
</tbody>
</table>

Updated 11/16
Are you concerned about any situation that may prevent you from starting your field practicum?
___ No concerns at this time.
___ Yes, and I plan to speak with the Practicum Coordinator regarding my situation.

Describe any volunteer/ work experiences you have related to social work practice:

Describe your personal strengths and areas for growth:

What are you hoping to gain from your field education experience?

What are your social work career interests?

From the approved practicum listing found on the Department of Social Work website, please choose and list two sites that interest you as possible placements; OR you can list areas of interest (e.g., older adults, children, developmental disabilities, homeless). Listing an agency does not guarantee placement at that site nor does it commit you to these sites.

Preferred Field Sites:                               Areas/Populations/Issues of Interest:

________________________________________________________________________________________
________________________________________________________________________________________

Unique preferences and/or requirements: ________________________________

I understand that a completed application packet includes the Field Education Application and an updated resume. All of this information is to be given to the Practicum Coordinator by December 16th.

___________________________________  ____________________________
Signature of Student                              Date

___________________________________  ____________________________
Received by                                     Date