PREPARING TO APPLY FOR FIELD

1. Before you become eligible to enroll in social work field courses, you will need to apply and be accepted to the Social Work Program. If you have not applied to the social work program you cannot proceed in the field application process.

2. In order to enter field practicum you must be academically cleared by your advisor to register for SOWK 4480 in the fall semester and SOWK 4490 in the spring semester of your senior year.
   - These classes are offered in sequence and you may only begin field in the fall semester.

3. Prepare a resume listing your educational, work, and volunteer experiences.
   - Please include your resume with your field application.
   - Keep copies of your resume to take with you on agency interviews.
   - Contact UTEP’s Career Center (http://sa.utep.edu/careers/) for support in developing your resume. Remember that it can be a competition to land a great practicum site. It's like applying for a job and your resume is important!

4. Complete the Field Application Form, which is at the end of this document.
   - The completed form, with required attachments, must be submitted to the Social Work Practicum Coordinator (College of Health Sciences, Room 435 by December 16th).
   - Applications received after that time may not be accepted, and you may not be able to complete your practicum at your desired locations.

5. In completing the Field Application Form you will be asked to list three possible internships sites that are of interest to you, and/or two areas of interest you have.
   - Visit the UTEP Social Work website (http://www.utep.edu/chs/sw/) and review the list of agencies that we presently have agreements with. Explore their websites to find additional information about the agency’s mission and goals.
   - 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.
   - Another great source of information regarding practicum sites are the current seniors, ask them about their experiences.

FIELD SITE REQUIREMENTS

6. Social work students may need to complete additional field education requirements as part of specific field practicums.
   - It is becoming more common for agencies to require incoming student interns to be assessed and, if accepted, trained as new employees.
   - Human resource protocol may include background checks, drug testing, TB testing, etc.
   - It may also include showing proof of a recent physical exam and/or your immunization history.
   - Agencies may also request a writing sample.
7. **Background checks**
   - 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).
   - An agency may deny a student a field placement position based on the results of the background check or a failed drug test. Since field education is a program requirement, a student shall be excluded from completing the social work program if an approved field placement cannot be arranged.
   - If you have a concern that there may be a barrier to beginning field surrounding such issues, please meet with the Practicum Coordinator to assist in guiding you to a practicum that may not have such stringent requirements.

8. **Liability Insurance**
   - Each student in field/internship must have Liability Insurance.
   - UTEP College of Health Sciences, Office of Compliance facilitates a Liability Insurance Policy for one 12 month period, commencing at the beginning of the Fall semester when the students begin field.
   - The compliance office uses the field course as their guide for purchase of liability insurance. Please assure that you are enrolled in the correct courses.
   - The Compliance office is also able to assist with background checks, but check with the agency where you will be completing your internship, as some agencies prefer to do these checks through their own resources.
   - It is the student's responsibility to find out what kinds of requirements need to be completed PRIOR to the time the student begins practicum. It is suggested that the student get these issues completed during the summer prior to their senior year.
   - The Liability Insurance form and other information can be found on the CHS Office of Compliance Website (http://www.utep.edu/chs/compliance/)

**FIELD EXCHANGE DAY & CHOOSING YOUR PRACTICUM SITE**

- Field Exchange Day is organized usually in February so that you are able to gather additional information regarding the mission and scope of practice of agencies where you may be interested in completing your practicum hours.
- After students attend Field Exchange Day, the student will meet individually with the Practicum Coordinator to establish a contract. This contract outlines which agencies the student will interview with and when they may contact agencies. **You must wait until after meeting with the Practicum Coordinator to contact the agencies you are interested in to schedule an interview.**
- The student may not interview at any agency that is not agreed to by the Practicum Coordinator. If a student does not abide by this contract, the student will be placed at an agency designated by the Practicum Coordinator.
- If a student has not secured a placement by May 15th of the student's junior year, the student will be assigned a placement by the Practicum Coordinator.
FIELD EDUCATION REQUIREMENTS

- BSW students are required to complete a minimum of **480 hours** of field education
  - 240 hours per semester for fall and spring semester of Senior year
  - Hours must be completed by the last day of class (day before DEAD DAY), not the last day of finals
  - **Students may not attend their practicum prior to the first day of class unless it is to attend orientation with approval from the Practicum Coordinator**

- **Field Orientation is held online**
  - Please visit the Social Work Department website to view the Field Orientation PowerPoint presentation
  - No in-person sessions are scheduled
  - Field development sessions may be additionally offered, and can include content on resume building, field placement interviewing, student-field instructor relationship, values and ethics in field practicum, and learning agreements.

- A copy of the **Field Manual** can be found on the Social Work Department website.
  - Some field education information, including requirements, assignments, policies, procedures, and forms can be found in the Field Manual.
  - At the start of field education, you will be required to review the field manual and be responsible for knowledge of the content of the Field Manual.

TIMELINE

1. Apply and secure letter of acceptance into the Social Work Program.
2. Complete academic advising and obtain copy of advising form which clears you academically to register for field classes.
3. Prepare professional resume.
4. Attend field orientation online.
5. Review possible placements of interest for completion of your practicum experience.
6. Complete Field Application and submit completed form with attachments to Practicum Coordinator by assigned date (December 16th of student’s junior year).
   a. Attachments: Letter of acceptance to social work program
      Academic Advising Form
      Resume
7. Attend Field Exchange Day (usually in February of student’s junior year)
8. Schedule field advising appointment with Practicum Coordinator and develop the contract
9. Contact agencies to secure interview appointments once Practicum Coordinator has given permission for interviews to occur.
10. Contact Practicum Coordinator by email with results of interviews and indicate placement preference.
11. Practicum Coordinator will contact student once placement agency has made final decisions.
12. Student will then contact Placement Agency to obtain information regarding date to begin placement, orientation and to attend to any background checks, etc. that should be completed PRIOR to first day of practicum.
13. Student will return Final Placement Form to Practicum Coordinator prior to May 15th of student’s junior year to assure placement for Fall/Spring placement.
   a. Any student not confirmed in placement by May 15th of their junior year, will be assigned a placement by the Practicum Coordinator.
14. Any compliance requirement (background check, TB tests, etc.) must be completed by one month prior to the first day of class.
15. Check your email over the summer. This is the form of communication that will be used to communicate with you if something changes or if you need to be informed of new information.

REMINDERS
1. Return your completed application to Room 435 of the College of Health Sciences building by December 16th of your junior year.
   a. Applications received after the deadline may not be accepted and you will be ineligible to begin field your senior year.
2. You may not interview at any agency that is not agreed to by the Practicum Coordinator.
   a. If you do not abide by the contract established between the Practicum Coordinator and the student, you will be placed at an agency designated by the Practicum Coordinator.
3. If you have not secured a placement by May 15th of your junior year, you will be assigned a placement by the practicum coordinator.
4. A student who is rejected from placement by three agencies in one semester for reasons related to inappropriateness (i.e. behavior, attitude, ethical violation, punctuality, etc.) or lack of readiness for placement will be dismissed from the BSW program.
5. If you receive a failing grade in field (4480, 4490) the courses may not be retaken and you cannot graduate with a BSW degree.
UTEP DEPARTMENT OF SOCIAL WORK
BSW FIELD EDUCATION APPLICATION
SOWK 4480/4490: SOCIAL WORK FIELD EDUCATION
Due: December 16th (of student’s junior year)

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.

Semester/Year of expected graduation ____________

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 to and from field placement? ___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:

1 2 3 4 5
Extremely Very Comfortable Slightly Not at all Comfortable
Comfortable
Comfortable
Comfortable
Comfortable

Updated 11/2016
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.

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<th>Preferred Field Sites:</th>
<th>Areas/Populations/Issues of Interest:</th>
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Unique preferences and/or requirements: ___________________________________________

_I understand that a completed application packet includes the Field Education Application, Academic Advising Form, resume and copy of my acceptance letter into the Social Work Program. All of this information is to be given to the Practicum Coordinator by December 16th._

______________________________  ________________
Signature of Student               Date

______________________________  ________________
Received by                     Date