

**JACKSON STATE UNIVERSITY
COLLEGE OF PUBLIC SERVICE
SCHOOL OF SOCIAL WORK**

**B.S.W. PROGRAM
APPLICATION FOR FIELD PRACTICUM**

To: Applicants for Field Practicum
From: BSW Field Director

Social work majors applying for field practicum must meet the following requirements in order to be eligible for field practicum:

1. have a minimum overall (total institutional) GPA of 2.50;
2. complete any course in which a grade of "I" was earned;
3. complete and obtain a grade of "C" or better in English 104 and 105;
4. pass the English Proficiency Examination or obtain a grade of "C" or better in ENG 399: Functional Writing;
5. complete and obtain a grade of "C" or better in all required social work courses;
6. successfully complete the prerequisites and co-requisites for all social work courses;
7. submit an application for field practicum one semester before anticipated semester of placement;
8. participate in a pre-placement interview with the B.S.W Field Director or Field Liaison;
9. be available to accept a placement within or outside of the Jackson area;
10. provide evidence of individual malpractice insurance coverage in the amount of \$1,000,000/3,000,000;

Professional Expectations for Social Work Students

Students in the School of Social Work are required to adhere to the following expectations, which are linked to their ability to become effective Social Work professionals. Students in the School of Social Work are expected to:

1. Maintain an acceptable total institutional GPA (2.50 in the undergraduate program).
2. Successfully complete prerequisites for Social Work courses.
3. Demonstrate honesty and integrity by being truthful about background, experiences, and qualifications; doing one's own work; and refrain from plagiarizing.
4. Demonstrate behavior that is consistent with the NASW Code of Ethics and other Social Work Codes of Ethics, as applicable, the University's Student Handbook and established laws both on and off campus.
5. Demonstrate behavior that is consistent with professional standards of care in agency settings, to include reporting to agencies on time, properly dressed, and ready to provide service to the organization and its clients.
6. Demonstrate responsibility in classroom obligations, i.e., consistent and timely attendance in classes and at agencies, complete assignments within time frames given, appropriate conduct in the classroom, and following up on recommendations of instructors for skill improvement.
7. Demonstrate respectful attitudes, appropriate behavior, and effective interpersonal skills in interactions with peers, faculty, University and agency staff, and clients. Students should also use appropriate channels for resolving conflicts.
8. Refrain from attending class or agency settings under the influence of alcohol or other mood altering substances, except where medication is deemed necessary by a licensed physician.
9. Exhibit behavior that demonstrates respect for and avoids discrimination against any person, group, or class on the basis of age, class, color, disability, ethnicity, gender, marital status, national origin, race, religion, and/or sexual orientation.
10. Demonstrate clear, appropriate and culturally sensitive boundaries. Refrain from sexually harassing others; making verbal or physical threats; becoming involved in sexual relations with clients, supervisors, or faculty; abusing others in physical, emotional, verbal, or sexual ways; or participating in dual relationships where conflicts of interest may exist.

I hereby agree to abide by the expectations outlined in this document. I understand that adherence to these expectations may be required for continuation in the School of Social Work at Jackson State University. Disciplinary sanctions for violations of these expectations will be considered, but not limited to dismissal from the B.S.W Program.

Signature of Student

Date

Print Name

**Jackson State University
College of Public Service
School of Social Work**

STUDENT FIELD PRACTICUM APPLICATION

PERSONAL INFORMATION

Name: _____ Date: _____

Address: _____
(City) (State) (Zip Code)

Phone Numbers: (home) _____ (cell) _____

J Number: _____ JSU Email Address: _____

Date of Birth: _____ Advisor: _____

Semester/Year to Begin Field: _____ Current Cumulative GPA: _____

Do you have a valid MS driver's license? ☐ Yes ☐ No

Do you have an automobile for transportation to your field practicum? ☐ Yes ☐ No

If not, what means of transportation will you use to get to your field placement site and/or complete out of office assignments?

Do you have health insurance coverage? ☐ Yes ☐ No

If yes, name of carrier: _____

Policy Number: _____

In case of an emergency, please notify:

Name: _____

Relationship: _____ Phone: _____

Address: _____

POTENTIAL FIELD INTERESTS

Field Preferences: Please list your top three choices of field agencies to be placed. Student preferences are important in making field matches, but the final selection of a field placement will be made by the BSW Field Director or Field Liaison, based on availability of placements, learning opportunities, and student's needs.

Please prioritize from 1-3, with “1” being your **most preferred** population or setting and 3 being your **least preferred**:

| | | |
|---------------------------|-----------------------------|----------------------------|
| ___ Aging/Elderly | ___ Drug & Alcohol Services | ___ Child Welfare Services |
| ___ Criminal Justice | ___ Family Services | ___ Hospice/Nursing Home |
| ___ Medical/Public Health | ___ Mental Health | ___ Women/Adult Services |
| ___ Rehabilitation | ___ Homeless | ___ Advocacy Program |
| ___ Community Development | ___ Group Home/Shelter | ___ Foster Care/Adoption |
| ___ Education/School | ___ Intellectual Disability | ___ Youth Services |

Counties of Preference: (1st) _____

(2nd) _____

(3rd) _____

****Please note that students **are not** to contact any agency or supervisor to arrange for field practicum or without the advanced approval of the Field Director or Faculty Field Liaison; however, the field office will follow-up with an agency that you are interested in being placed or with someone you are interested in providing your supervision. If you have knowledge about an agency, please provide the information below.**

Will you be employed during your field practicum? ☐ Yes ☐ No

If yes, full-time or part-time _____ Number of hours weekly _____

If you will be working part-time or full-time during your field placement, please state the arrangements you plan to make to be available to complete the required hours for your field practicum.

Do you have any family or other responsibilities that might set limits on your choice of a field agency or your performance while in your field practicum? ☐ Yes ☐ No

If yes, please indicate below:

Is there any client population that you are uncomfortable working with due to personal or religious beliefs? Please explain.

Many agencies require a criminal background check, child abuse registry check, and/or a current drug screen as part of the placement process.

Have you ever been convicted of a misdemeanor or felony? ☐ Yes ☐ No

If yes, please explain in detail:

Are you requesting a field practicum at your place of employment? ☐ Yes ☐ No

If you answered yes, please complete the following:

Place of Employment: _____ Current Position: _____

Name of Supervisor: _____ Phone Number: _____

****Note: If you answered yes to the above question, you must complete and submit an application for an employment-based field practicum. This request is submitted separately from the field application but is due at the same time of the application. This application will not be processed if any portion is not completed as directed. It must be signed by all parties listed.**

STATEMENT OF UNDERSTANDING

Please read and place check mark on each item listed below confirming your understanding of the following statement along with your signature.

- ☐ I verify that all information contained in this application is true and accurate, and I have fully disclosed relevant information.
- ☐ I have completed all Social Work courses which are identified as prerequisites for Field, or I have discussed any exceptions with my academic advisor.
- ☐ I give my consent to release the information provided in my field application to potential field practicum sites.
- ☐ I have read all the NASW Code of Ethics and agree to abide by the Code of Ethics at all times.

Student's Signature

Date