AURORA UNIVERSITY
SCHOOL OF SOCIAL WORK

INSTRUCTIONS: This form is to be completed by the student when there is an agreement with an agency about initiation of a field placement. Submit form to:

All Aurora Campus students: Submit form via email to:
Andrew Kutemeier
Coordinator of Field Instruction
347 South Gladstone Avenue
Aurora, IL 60506

All GWC students must submit form directly to: Kristi Austin
Coordinator of Field Instruction
350 Constance Blvd.
P.O. Box 210
Williams Bay, Wi 53191

NOTE: A PLACEMENT CANNOT BEGIN UNTIL THIS FORM IS COMPLETED BY STUDENT AND APPROVED BY THE DIRECTOR OF FIELD INSTRUCTION.

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<th>Student</th>
<th>Last</th>
<th>First</th>
<th>Phone (H/C)</th>
<th>(W)</th>
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<tr>
<td>Address</td>
<td>Street</td>
<td>City</td>
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<td>AU email</td>
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Select One: BSW: ☐ Full-time (450 hours) ☐ Post MSW/Type 73 (600 hours)* ☐ CADC placement (500 hours)* ☐ Part-time (450 Hours) ☐ MSW: ☐ Full-time ☐ Beginning/1st Placement (450 hrs) ☐ Part-time ☐ Advanced/2nd Placement (600 hrs) ☐ Post MSW CADC placement (*)
*Eligibility determined by Prof. Barnwell
*Determined by Prof. Winkeler

FIELD AGENCY INFORMATION

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<tr>
<th>AGENCY/SCHOOL</th>
<th>DISTRICT #</th>
<th>AGENCY PHONE</th>
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<tbody>
<tr>
<td>STREET</td>
<td>CITY</td>
<td>STATE ZIP</td>
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(MUST BE A STREET ADDRESS NOT A PO BOX)

Agency Field Instructor (MSW) __________________________________________ Phone: (___)__________
(Primary MSW supervisor) (Supervisor must have MSW & CADC for addictions placement)
Field Instructor Email: ________________________________________________

Other personnel involved with field instruction on site: Name: ________________________
Phone: __________________________

Will placement begin early (before Fall 2013 semester begins)? ____ Yes ____ No

PLACEMENT BEGINS __________ ENDS __________ (please indicate semester/year)

Is this field placement your place of employment? ____ Yes ____ No (if Yes- an additional JAI form is needed before placement is approved)
Internship Tasks will involve: (Choose all that apply)

__ Administration/Planning  __ Advocacy  __ Child Welfare
__ Criminal Justice/Corrections  __ Disabilities  __ Family Services
__ Gay/Lesbian Population  __ Gerontology/Aging  __ Health/Medical
__ HIV/AIDS Population  __ Homeless Population  __ Hospice/Bereavement
__ International/Global  __ Occupational/Industrial  __ Mental Health
__ Public Welfare/Assistance  __ School Social Work
__ Substance Abuse/Addictions  __ Women’s Issues/Family Violence/Sexual Assault
__ Other (please specify) __________________________

Previous Experience

Reviewing your experience in the field of social work is essential to ensure your field placement will provide new social work learning experiences. Please attach a resume to this application. Please be advised that a second field placement with the same field agency is not permitted (see field manual for policy).

How many years of previous, paid social work or social service experience? ____________ years

Have you worked within a social service organization serving a similar population as the placement you plan to complete this academic year? ____Yes  ____No

List areas of social work in which you have worked:

_________________________________________________________________________________

Schedule Commitment for Field Placement

Below please provide your plan for participating in your field placement. The plan should encompass your ability to secure 225 or 300 field hours each semester (on average 15 – 20 field hours weekly).

Mon: ____________________  Thurs: ________________
Tues: ____________________  Fri: ________________
Wed: ____________________  Sat: ___________  Sun: ___________

________________________  Total weekly Field Hours  _____ Schedule To Be Determined

02/10

____ My Field Instructor has agreed to my planned schedule.
SPECIAL ISSUES OR CONCERNS - REQUIRED
Have you (student) ever been convicted of a felony? If so, please explain:

Have you (student) ever been convicted of a misdemeanor involving domestic violence or the maltreatment of a child or an elderly person? If so, please explain:

List any languages (other than English) that you (student) speak fluently:

Does this placement involve any conflict of interest for the student or supervisor? (e.g. student received services as client of agency/supervisor, student’s family member employed at agency/school):

Are there any special skills that you (student) can offer to your field experience? If so please list.

If you have any issues or concerns that may have a direct impact on your field placement, please contact the Director of Field Instruction immediately 630-844-5423. These issues include but are not limited to issues such as substance abuse recovery, and mental health concerns. Providing this information will assist the Director of Field Instructor in assisting you in finding a placement that you find comfortable. Information provided will be treated confidentially.

Field Interview Specifics

Please indicate which areas were discussed during your interview with chosen field placement.

____ Weekly- 1 hour individual supervision will be provided by MSW at placement.

____ Must you have a criminal background check? ____ Who is responsible for securing this check?

____ Must you provide medical information? ____ Must you provide proof of auto liability insurance?

____ Will you be responsible for transporting clients? ____ Must you have specialized training?

____ Who is responsible for providing? ____ Is there a cost? ____ Who will pay?

____ Is training provided for personal safety issues, such as home visits, dealing with hostile clients, etc.?

____ Expectations about dress code were reviewed. ____ required paperwork reviewed.
MINIMUM STUDENT RESPONSIBILITIES

Please read carefully and indicate awareness of responsibilities with your signature and date.

* I understand that the Field Manual is the “textbook” for my field placement. I also understand it is my responsibility to download and be familiar with this manual. This manual is located on Aurora University website. Additional forms and instructions will be indicated on Moodle page for this course.

* I understand that my field placement is for two consecutive semesters (unless otherwise arranged; Type 73, Summer Block, Early Start). **If there are issues that arise which will effect my continued placement I will contact my Field Liaison or the Director of Field Instruction immediately.**

* I understand that I must complete a minimum of 225, 250 or 300 (depending on level) field hours at the end of every semester in order to receive credit for each Field course. **I also understand that failure to submit my semester evaluations by the last day of finals will result in receiving no credit for my field experience and having to take the entire field class again, whenever it is offered.** This WILL prolong my academic involvement in school. (THIS STATEMENT DOES NOT APPLY TO MSW or POST MSW TYPE 73 STUDENTS IN SCHOOL SOCIAL WORK - School Social Work students work within contract made with specific school district and evaluations are completed accordingly.)

* If I am a MSW student and my placement is in a school social work setting, the placement will end in late May or early June per the terms of the contract I have signed with the school district. I understand that I will participate in the Aurora University graduation ceremony in May, but my actual graduation date will be in the summer of that year.

* I understand that I must treat my field placement in a professional manner which will include, notification of absences or being late to my field instructor or agency/school supervisor, dressing in an appropriate manner for my placement, being knowledgeable about agency/school policies, etc.

* I understand that the field experience must span the entire academic year and may not be completed before the end of the academic year resulting in more than required Field hours being completed.

* I understand my responsibilities in cooperating with my assigned Field Liaison; this includes phone contacts and attending meetings.

* I understand that I am **not permitted to terminate the field placement** without notifying my Field Liaison or the Director of Field Instruction.

* I understand I may not begin my Field Placement hours until I receive a confirmation letter from the Director of Field Instruction.

* I verify that I have read the Aurora University School of Social Work Field Instruction Manual. I fully understand the policies, procedures, and guidelines included.

Student Signature  ___________________________  Date  ___________________________

MSW Field Instructor Supervisor Signature (required)  ___________________________  Date  ___________________________