



WellStar College of Health and Human Services

Department of Social Work and Human Services

Field Education Application – Specialization Year

The signature pedagogy of social work at Kennesaw State University Masters of Social Work Program is the field education. Social work field education attempts to integrate knowledge, values, and skills offered in the classroom into practice at the field settings. The practicum experience is intended to reinforce student learning in all areas of the social work curriculum. Therefore, by completing this application, I acknowledge that I understand the importance of representing myself, the Social Work Department, Wellstar College, and the University in an ethical and professional manner at all times, in both field and classroom settings. I further understand that failure to maintain a professional and ethical approach to interacting with my peers, KSU employees (faculty, staff, and administration), agency field supervisors, agency colleagues, and clients may result in my immediate removal from field.

Contact Information

Name: _____
(Last) (First)

Address: _____

(City, State) (Zip Code)

Email Address: _____

Primary Phone #: _____ Alternate Phone #: _____

Field Attendance and Tasks

Field Education is the place where students demonstrate the values, knowledge, and skill of entry level generalist practitioners under the supervision of an approved Agency Field Instructor. As such, attendance (physical, emotional, and cognitive) in the field setting is a required part of field education. Therefore,

Students are not allowed to use field assigned days/times to complete course assignments. _____
(*Student's Initials*).

Students are not allowed to misrepresent attendance in the field setting. All field logs/time sheets must be complete, accurate, and submitted 'on time' on the due date. Further, all field logs/time sheets must reflect actual tasks, supervision meetings, lunch breaks (required), and arrival and departure times. _____ (*Student's Initials*).

As a whole, classes and required group meetings/trainings are scheduled as follows:

2nd Year/Specialization MSW Students

Classes & Group Meetings: Monday and Tuesday 9:00a.m. – 7:45p.m. of each week

Field Work: Wednesday, Thursday, and Friday 8:00a.m. – 6:00p.m. of each week

Scheduled classes and group meetings are ***required***. Students are responsible for the completion of **24 hours** of field work on Monday, Thursday, and Friday of each week. _____ (*Student's Initials*).

Field Education Hours

Students in the Master of Social Work program complete a total of 1200 field education hours over four semesters. Of these hours, 480 field hours are completed in the first year of internship. The second year of internship students are to complete a total of 720 field education hours. The 1200 hours of field education should be completed at the field agency during regular business hours, which typically range between 8:00a.m. to 6:00p.m., Monday to Friday.

Employment

Social work field students are strongly encouraged NOT to maintain employment while in the program, as the conflict between employment and academic demands may prevent successful progress towards graduation. _____ (*Student's Initials*).

Are you currently employed? Yes No

If yes, where? _____ How many hours per week? _____

Students are not allowed to accept employment at their agency site while enrolled in Field Education. _____ (*Student's Initials*).

Any ***student who accepts employment at their agency while actively enrolled in Field Education*** is considered to be acting unprofessionally and out of line with clearly stated publicized field requirements. As such, these students will have their field education terminated immediately and forfeit all accumulated hours for the given semester. _____ (*Student's Initials*).

Any student requesting consideration of the opportunity to complete field hours in their agency/organization of employment **MUST** complete the appropriate request, provide the required documentation, and meet with the Director of Field for instruction before discussing this option. _____ (*Student's Initials*).

Are you requesting consideration of the opportunity to complete field hours in your agency/organization of employment? Yes No

Practice Area Skills

Choose three (3) client groups that you would work with in this practice area.

- Children
- Adolescents
- Adults
- Elderly
- Men
- Women
- Families
- No Preference
- Other (specify) _____

Location

Choose two (2) regions where you would prefer to be located.

- Bartow
- Cherokee
- Clayton
- Cobb
- Dekalb
- Douglas
- Fulton
- Gwinnett
- Paulding
- No Preference
- Other (specify) _____

Field Education Experience

NOTE: The KSU Social Work Department recognizes that students often come with various experiences for which they would like to receive academic credit. While we recognize that those experiences have contributed to your knowledge, values, and skills development as a pre-professional, as per Council on Social Work Education requirements, ***no student will receive academic credit for life or employment experiences outside of the academic environment. This includes the field practicum setting.***

1. Briefly describe what you expect to gain from Field Instruction.

2. What are your career plans?

Are there any questions or concerns that you would like to have answered/addressed during your field interview? Yes _____ No _____

If yes, please list or describe in the space provided:

I have completed this form as accurately as possible and understand that this application will be used to determine the Field Site to which I will be assigned for Field Education. I understand that this information will be shared with potential Field Instructors. I agree to the release of information from my academic file for arranging field education and for evaluating Field Education progress.

Student's Signature

Date

MSW Field Education Director Signature

Date

BACKGROUND CHECK POLICY

The Master of Social Work (MSW) program at Kennesaw State University (KSU) is organized around the belief that structured supervised graduate level internships are a critical foundation for the education and training of competent clinical social workers. To that end, the program requires concurrent field practicum experiences for students such that first year foundation level students are in field practicum two days per week and second year advanced level students are in field practicum three days per week.

While the KSU MSW program does not conduct formal background checks on potential or current students, MSW program applicants and current students are required to self-disclose their criminal history on the “Criminal History Background Information” portion of the Field Education Application. By signing below, KSU MSW program applicants and students agree that KSU will make the results of the “Criminal History Background Information” portion of the Field Education Application available to Field Sites with whom students interview.

Field Sites may require a comprehensive criminal background check for MSW students requesting placement, and may utilize various criteria, including the results of background checks, to determine the suitability of MSW students interested in working with their clients. The results of a background check may result in KSU’s inability to place a student in a particular Field Site. If this circumstance arises, students will be contacted by the Field Education Director regarding the matter. KSU will use reasonable efforts to secure a MSW student’s placement with a Field Site. In some situations, despite efforts to secure an alternative placement, a student may not be able to secure a Field Site.

While a criminal history does not necessarily preclude admission to the MSW degree program, past legal issues may limit or prevent placement into a field site. **Successful completion of Field Education Placement is required for completion of the KSU MSW degree program.** In addition, some backgrounds may render a KSU MSW graduate ineligible to receive a social work license and/or unable to obtain employment in the field. Students should determine how past or pending felonies, criminal charges, convictions, and/or penalties may affect their ability to be licensed as a social worker.

Please contact Naynette Kennett at (470) 578-7560 or nkennett@kennesaw.edu with questions about this policy.

I hereby certify that I have read, understand, and agree to the Policy on Background Checks and the disclosure of the “Criminal History Background Information” portion of my Field Education Application to Field Sites with whom I interview.

Student’s Signature

Date

MSW Field Education Director Signature

Date