

UConn, SCHOOL OF SOCIAL WORK
FIELD EDUCATION PLACEMENT FORM

For Incoming Students

2017-2018

STUDENT INFORMATION

(PLEASE ATTACH A RESUME)

Name _____

Street/P.O.Box _____ City/Town _____ State _____ Zip Code _____

Telephone: Home (____) _____ Work :(____) _____

Cell :(____) _____ UConn email: _____

Emergency Contact Name: _____ Phone: (____) _____

Concentration: ____ CO ____ IGF ____ PP

What town will you be living in for the upcoming academic year? _____

Dual Degree Program (if applicable) _____

Focused Area of Study (if applicable) _____

Fluency in Language (s) other than English _____

Field Placement Plans for 2017-2018 (check one):

_____ I am planning to do a field placement or _____ I am not planning to do a field placement

If you are **not** doing field for 2017-2018 return this form with top half filled out to the Field Education Department.

Only those students doing a field placement are to complete the following sections.

FIELD EDUCATION INFORMATION

Foundation year field placement (1st year field)

Placement Structure check one:

_____ 15 Hours for 37 weeks total of 560 hours (Sept. – June) **August Grad**

_____ 20 Hours for 28 weeks total of 560 hours (Sept. – April) **May Grad**

Note: Student must be in field placement during the agency's prime operating hours, Monday through Friday.

___ Employed Social Work Program (ESW application can be downloaded at <http://ssw.uconn.edu/wp-content/uploads/sites/258/2015/08/ESW.pdf>) **Deadline is June 1, 2017**

Indicate any special circumstances (e.g., medical, rely on public transportation, time constraints, family responsibilities, and/or geographic preference/s), which the School should consider in making field placement plans:

Age Group Preference (rank at least 2 preferences below):

Children Adolescents Adults Senior Adults No Preference

We will do our best to meet your expressed interest.

ATTACH UPDATED RESUME

If you have any specific placement interests and contacts, please so indicate:

If there is any particular agency or type of agency you wish us to avoid in making your placement, please so indicate:

RELEASE OF INFORMATION

ACKNOWLEDGMENT OF THE SCHOOL OF SOCIAL WORK PRACTICUM POLICY

I hereby authorize the Uconn School of Social Work to share information contained in my field placement information forms and documents with appropriate representatives of agencies in which I might be placed for field education. I understand that my placement agency may require a criminal background check.

Student's Signature _____ Date _____

UConn, School of Social Work
Placement Contract
between student and the Field Education Department

This Contract must be signed and returned with the Field Education Placement Form and updated resume in order for the field placement process to begin.

I understand and agree to the following terms of Field Education:

I am responsible for maintaining communication with the Field Education Department in order to secure a field placement. If I do not hear from the Field Education department by June 1st, it is my responsibility to contact Nancy Urcinas at nancy.urcinas@uconn.edu

I must check my UConn email address regularly.

I will complete 560 hours of field placement this academic year. **If I choose 20 hours I will be considered a May Grad or if I choose 15 hours I will be considered an August Grad**

I must be in the agency during **its prime operating hours** (weekdays) during the time the field instructor and/or task supervisor is present.

I must have a plan in place to permit me to complete my field placement hours as stated above (e.g., using flex time, educational leave, vacation time).

An agency may require a criminal background check & health documentation to be completed.

I may have to cover the cost for these documents if not covered by the agency.

I will follow the SSW calendar **or** may need to follow the agency's calendar (e.g., many school settings). **I may not follow both.**

I **must** attend the four (4) scheduled Field Advising Seminars during the academic year. (Check Academic/Field Education Calendar for dates on <http://ssw.uconn.edu/field-education-2>)

I may need to travel up to forty-five (45) minutes for an appropriate field placement.

I must attend field during my regularly scheduled time as set up with my field instructor and I must notify my field instructor in a timely manner if I cannot make it to field placement.

I must be available by UConn email or phone during the placement process.

By signing this contract, I acknowledge that I have read both sides and I agree to all the requirements.

Student Name (print)

Signature

Date

Please submit the Field Education Placement Form, resume, & this contract to the Field Education office (111)
DEADLINE: April 28, 2017