

**FIELD EDUCATION PLACEMENT FORM  
BSW 2021-2022**

**STUDENT INFORMATION**

Name \_\_\_\_\_ Preferred Pronouns \_\_\_\_\_

Street/P.O.Box \_\_\_\_\_ City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

What town or city will you be living in for the upcoming academic year? \_\_\_\_\_

Cell: (\_\_\_\_\_) \_\_\_\_\_ Fluency in Language (s) other than English \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

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**FIELD EDUCATION INFORMATION**

**12 Hours for 28 weeks total of 340 hours (Sept. – April)**

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

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If there is any particular agency or type of agency you wish us to avoid when making your placement, please indicate that here (e.g., political reasons, religious organizations, etc.): When considering your field placements interests, be sure to think about if you are emotionally ready to deal with the subject matter and clients with whom you would be working (e.g., trauma, corrections, etc.).

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**RELEASE OF INFORMATION**

**ACKNOWLEDGMENT OF THE SCHOOL OF SOCIAL WORK PRACTICUM POLICY**

I hereby authorize the UConn School of Social Work (SSW) 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 I must have at least one background check each year that I am in a field placement and immunization monitoring throughout my time in placement while at the UConn SSW. This must be accomplished through the University vendor, ADB Complio and I may also have to separately go through the placement agency's vendor. I understand that I will have to cover the cost for these checks/documents if they are not covered by the agency. I acknowledge that it is my responsibility to remain fully compliant throughout my field placement.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Placement Contract**

This Contract must be signed and returned with the Field Education Placement Form and with an 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 reading the Field Education Manual <https://ssw.uconn.edu/wp-content/uploads/sites/2377/2019/09/BSW-Field-Manual-AY-19-20.pdf> and adhering to its policies and procedures.
- **I understand that I am to become and remain Compliant in my background check and Immunizations in order to be placed in a field placement.** This will be accomplished through the university vendor. I understand that I am responsible for this cost. I understand that I may also be required to do additional background checks, fingerprinting, drug screens, or immunizations by the agency and that I may need to pay for these requirements if the agency does not.
- 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 the Field Education Department at [sswfielded@uconn.edu](mailto:sswfielded@uconn.edu)
- I must check my UConn email address and or phone messages at least weekly and respond appropriately.
- Due to the pandemic, I will complete 340 hours of field placement upcoming academic year.
- I must be in my field placement at the agency at least 8 daytime hours (between 9 am to 5 pm, Monday – Friday) 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).
- 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 may need to travel up to an hour 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.
- If I plan to be on vacation or out of the country, I must contact the field education staff in advance and ensure that I am able to be reached by them during my absence. As an interview process with prospective field agencies may happen during the summer, I understand that the SSW may not be able to place me in an internship if I am not available.
- I understand that I must adhere to the NASW Code of Ethics.

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

\_\_\_\_\_  
Student Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please email the following to [sswfielded@uconn.edu](mailto:sswfielded@uconn.edu): (1) Field Education Placement Form; (2) this Placement Contract; and (3) your resume.**

**DEADLINE: March 15, 2021**