



Foundation Year Field Application

Please PRINT this application, complete it, and bring it with you to your field interview.

Tape or Glue Photocopy of Photo Identification Here.

 (ex. CSULB ID, California ID, or Driver's License)

----- Office Use Only -----		
Date	Agency ID	Agency Name

Today's Date (MM-DD-YY)	
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Student Information	
First Name, Middle Name, and Last Name	
Student ID	
Home Address (Street, City, State, Zip Code)	
<i>If you plan to move, provide us with the:</i> <ul style="list-style-type: none"> o approximate date o specific address/geographical location <i>You may also contact Field Education Department once your new home address is known.</i>	
Cell Phone	
Home Phone	
Work Phone	
Email	
Birthdate (MM-DD-YY)	
Gender	
Citizenship	

Program Model	Mark "x" for your Program Model
2 - Year Student	
3 - Year Student	

Are you a CalSWEC Recipient?	Mark "x" for your response.
Yes	
No	

Alternate Application(s)	Mark "x" for each alternate application you will submit.
CalSWEC Child Welfare	
PPSC 2nd Year	
UCCF	

I. Educational Background – Please indicate your educational background.

Undergraduate Degree	Major	
	Name of School	
	Date Earned	
Other Graduate Degree	Major	
	Name of School	
	Date Earned	

II. Professional Experience – Please indicate ALL your human and social service experiences. Include your: undergraduate internship (if you completed one), alternate internships, volunteer work, and other employment items. Please attach additional page(s) if needed.

Undergraduate Internship	Agency or Organization Name	
	Agency or Organization Address	
	Field Instructor Name	
	Describe Learning Activities	

A.	Agency or Organization Name	
	Agency or Organization Address	
	Start Date and End Date	
	Hours Per Week	
	Immediate Supervisor Name	
	Highest Social Work Degree Held by Supervisor (ex. BASW, MSW, PhD, DSW, etc.)	
	Your Title	
	Your Position (ex. Volunteer, Internship, Paid)	
	Describe your responsibilities.	

B.	Agency or Organization Name	
	Agency or Organization Address	
	Start Date and End Date	
	Hours Per Week	
	Immediate Supervisor Name	
	Highest Social Work Degree Held by Supervisor (ex. BASW, MSW, PhD, DSW, etc.)	
	Your Title	
	Your Position (ex. Volunteer, Internship, Paid)	
	Describe your responsibilities.	

III. **Language Ability** - If you are able to interview and conduct assessments in a language other than English, please indicate your additional language by marking “x” below.

Armenian		Farsi		Korean		Russian		Tagalog		Other (specify below):
Cantonese		Khmer		Mandarin		Spanish		Vietnamese		

IV. **Social Work Career Goals**

Question	Write your response below.
What is the client population and type of agency in which you hope to work with when you graduate from this program?	

V. **Concerns and/or Special Needs**

Question	Write your response below.
Do you have any specific concerns relating to agency/population ? Is there any kind of agency or population that you think might NOT be appropriate for your placement? If so, please explain why.	
Do you have any specific needs relating to days/hours ? If so, please specify dates and times you are NOT available.	
Do you have any specific needs relating to location ? If so, please specify.	

VI. **Priorities** – Indicate the preferences you have regarding the items below. Use “1st Choice”, “2nd Choice”, and “3rd Choice” to indicate your preferences.

Item	Your Ranking	Specify the reason for your ranking below.
Agency/Population		
Days/Hours		
Location		

VII. Type of Agency – Students are assigned to a community-based agency that will provide an overview of social work and offer beginning level social work skills training. For your foundation internship, we strive to place you in an area of practice that is new for you and one that fits with your specific learning needs and interests.

Agency Type	Choose 3 options and rank them 1 st , 2 nd , and 3 rd below.
Child Welfare Employees on Release Time (CalSWEC)	
Addictions / Chemical Dependency	
Adoptions and Foster Care (Non-CalSWEC/UCCF)	
Corrections / Criminal Justice	
Developmental Disabilities	
Family Services and Community Development	
Health Care Related	
Homeless/housing	
Intimate Partner Violence (requires state certified 40-60 hour training, could be in summer; and hours may be in addition to field hours)	
Mental Health - Inpatient	
Mental Health - Outpatient	
School (must not be interested in PPS credential)	
Senior Center/Community Based Adult Services	
Transition Age Youth/Young Adults	
Other, please specify:	

For the agencies you indicated, please describe 2 learning goals you wish to achieve in your first-year field placement:

Goal 1	
Goal 2	

VIII. Location – Indicate the preferences you have regarding geographic areas for your agency. Use “1st Choice” and “2nd Choice” to indicate your two preferences. Keep in mind, expectations regarding transportation are initialed on page 7.

Location	Write “1 st ” or “2 nd ” below.
Los Angeles: (Includes Inglewood, South Central LA, Downtown LA, & Hollywood)	
Los Angeles: Westside (includes Santa Monica, Venice, West LA, & Culver City)	
Los Angeles: East Los Angeles	
Los Angeles: South Bay (includes San Pedro, Torrance, Wilmington, Carson)	
San Fernando Valley	
San Gabriel Valley (includes Pasadena)	
Whittier / Norwalk / Santa Fe Springs / Pico Rivera / Downey	
Pomona / Claremont / Ontario	
San Bernardino	
Riverside/Corona	
Orange County	
Long Beach	
Other (please specify):	

Question	Write your response below.
What are the major cross streets/major intersections near the area which you will be traveling to and from placement?	
If there is any additional information that is important for your placement, please explain.	

IX. Background

Most field placement agencies request security clearance evaluations, background checks, Live Scan finger printing, random drug screens, etc. They may check for felony/misdemeanor convictions, either in the United States or in other countries, including driving under the influence (DUI), acts of fraud, child abuse, elder abuse, domestic violence, assault, registration as a mentally disordered sex offender, or having any professional license revoked. Please note that most agencies require students to pay the cost for background checks. Many field placement agencies will not accept students with criminal records. Some agencies may accept students on a case-by-case basis as long as they are open and honest about their legal background. For this reason, **students *must* disclose on this form any criminal or other background circumstance in order to assist us in matching you with an appropriate agency.** Misrepresentation and/or omission statements will be considered cause for immediate ineligibility for the CSULB Social Work Field Education Program.

* Please complete the following questions; If you indicate yes, a member of the field faculty will contact you for a confidential discussion.

* If you are unsure of the applicability of a past charge or conviction, including one(s) you believe to be expunged, err on the side of indicating “yes” to enable us to have a further discussion.

Question	Use “Yes” or “No” below to indicate your response.
Do you have any pending criminal charges (including DUI)?	
Have you been convicted of any misdemeanor(s)?	
Have you been convicted of any felonies?	
Have you had a substantiated abuse or neglect report?	

X. Accommodation

Question	Write your response below.
<p>Students who require an accommodation for field internship must be registered with the CSULB Disabled Student Services (phone: 562-985-5401 email: dss@csulb.edu).</p> <p>Please describe any reasonable accommodation(s) you may need due to a specific disability (e.g., not travel long distances, accessible work space).</p> <p>Accommodations are not given retroactively and must be documented with DSS in time for full participation in field. You are not required to disclose your need for accommodations before you are accepted for the placement; however it is in your interest to make your best assessment of any barriers/needs when you are at the interview. Once accepted, you should tell the field instructor about your disability and let them know what you need so as to have the maximum opportunity to obtain any needed equipment/modifications. Please do not wait until field begins. A Field Faculty member may contact you for clarification if needed.</p>	

XI. Past History or Special Circumstances

Question	Write your response below.
<p>Are there any issues that should be considered in the selection of your field placement agency? For example, are there any personal, family, or health/mental health issues of concern to you that might affect the agency or client population selected for you?</p> <p>If you anticipate any conflicts of interest or dual relationships based on the area of practice you have identified, note them here. If you have a BASW, were there any challenges in your senior placement that should inform your foundation MSW placement?</p>	

XII. Health Checks

Question	Use "Yes" or "No" below to indicate your response.
<p>Field placements must be planned in accordance with state and federal laws and with consideration of field placement agency policies, including the best interests of consumers. Many field placement agencies now request physical examinations, TB tests and/or immunization verification, and random drug screens. Please note that most agencies require students to pay the cost for health checks. Use of medical marijuana, even with a valid prescription, could rule out certain placements due to federal guidelines.</p> <p>Do you have any concerns related to the above? If you indicate yes, a member of the field faculty will contact you for a confidential discussion.</p>	

XIII. Transportation

Statement	Initial
<p>Students are responsible for their transportation to and from their field placement agency. Students using their own cars can expect an average driving time of 45 minutes (each way) between residence and agency. Prior to starting field, internship, students who plan to drive must show proof of a valid California driver's license and insurance meeting the State of California minimum requirements; and students must maintain coverage throughout the entire internship period. The university does not assume responsibility for any claims arising from the use of an automobile by a student during field internship. Students who plan to drive but who fail to provide proof of coverage will not receive a field placement.</p> <p>Initial the box on the right to indicate that you plan to drive and that you accept these conditions.</p>	
<p>Students who do not have access to a car are responsible for transportation to and from the agency. Not having a car will limit the options you have for placement.</p> <p>Initial the box on the right to indicate that you plan to use public transportation and that you accept these conditions.</p>	

XIV. Proof of Car Insurance – If you initialed indicating you plan to drive, please include a copy of your driver's license and car insurance below.

XV. Field Internship Student Agreement - The following statements are in accordance with the CSULB School of Social Work's policies and procedures. For further detailed information, please refer to the Graduate Field Education Manual. Please read the following statements carefully, initial on the line after each statement to indicate your acceptance, and sign at the bottom of the page.

Statement	Initial
I hereby certify that the statements contained in this completed Field Education Application are true and correct. I agree and understand that any misrepresentation or omission of any material facts on my part may be cause for delay in my field placement, separation from the field placement and/or initiate immediate disciplinary action, and dismissal from the MSW program	
I understand that any information contained in this field application and/or any pertinent information relating to my professional student role shall be discussed between CSULB SSW faculty and approved field placement agencies and their representatives.	
I hereby give permission to the CSULB School of Social Work, Field Education faculty, and any agency that is willing to accept me as an intern, to verify any and all information contained in this application.	
I hereby agree to accept the field placement assigned by the field faculty of the School.	
I understand that I am not entitled to a third field placement option if I have not been accepted at three agencies. I understand that I would be asked to defer field education if this circumstance should arise. Additionally, other circumstances that impact your placement acceptance may require you to defer field education.	
I understand that I must be available for field placement 16 hours a week. Placements are Monday-Friday during normal business hours. No weekend placements are available.	
I understand that I may not request or accept any arrangements to complete my time outside of the parameters given by CSULB School of Social Work. Should an agency make any such request, I agree to check with my assigned field consultant.	
I understand different field placement agencies require different screening processes. Although these might not preclude me from a field placement, it may affect my field placement options. I understand that the field agency where I am placed may notify the School of Social Work's Director of Field Education of negative results of these screens or background checks.	
I understand that I must inform the Field Education Department should I have any criminal charges or convictions AFTER completing this application and at any time during my field placement at CSULB.	
I understand that I must inform the school if I have a potential dual relationship with anyone in either of the assigned agencies, and a new agency will be assigned. (For example, if you have a personal relationship with someone in the agency-friend, relative, or client.)	
I understand that, if the situation arises in which I need to terminate my internship before completing my commitment, I shall terminate in an appropriate, professional manner, as designated by the School of Social Work and as expected by the agency. If I terminate prematurely, I am aware that I may not be placed in the same agency when I wish to continue my internship. I understand that, should I terminate or be terminated prematurely due to my own actions, the School of Social Work may not be able to locate another suitable internship experience for me and that my field education program may be delayed at least one year.	
I understand that, at all times in my field education program, I am expected to comply with the National Association of Social Workers (NASW) Code of Ethics: being competent; demonstrating dignity, using integrity; demonstrating the importance of human relationships; providing service; and advocating for social justice. I understand that failure to comply with these major principles may result in my being ineligible to complete field education and, thus, be dismissed from the MSW Program at CSULB.	
I have reviewed and I understand all of the above statements. I agree to maintain compliance with the above statements, the School of Social Work's <i>Graduate Field Education Manual</i> and <i>Graduate Handbook</i> , and other policies and procedures as developed by the School. I understand that the School of Social Work gave careful assessment to accepting me into the program, and joins with me in working toward a successful educational experience.	
Student Name	
Student Signature (sign after printing form)	
Date	

SKIP TO NEXT PAGE.

For Official Use Only	
Reviewed By	
Reviewed Date	
Notes	

TO BE COMPLETED BY THREE-YEAR STUDENTS ONLY!

**Seminar Day and Time Preference for Fall 2018
Foundation Field Education SW 596 A/B**

SEMINARS ARE SCHEDULED:

MONDAY, 5:00-6:45PM OR SATURDAY, 8:00-9:45AM

I am a Three-Year Student and my field seminar choice is:

Monday Evenings
5:00 pm – 6:45 pm

Saturday Mornings
8:00 am – 9:45 am

I understand that this choice is final and that I may not request a change after this form is completed:

Student Name

Student Signature (sign after printing form)

Date