Directions: Complete by typing directly into the gray buttons, which will disappear and expand as you type. Click directly on the box and it will turn a darker gray letting you know you are in the box and begin typing. Please complete all sections below and when complete, **electronically submit** to your Field Contact Person*.*

**University Sites & Field Contact Persons-** select by clicking on the field contact person associated with your program.

[ ] **Akron campus** – Undergraduate Learners | Lisa Crites

[ ] **Akron campus** – Graduate Learners | Monica Ascar

[ ] **Online Program (MSW)** – Graduate Learners – Monica Ascar

[ ] **Wayne College Campus** – All Undergraduate Learners – Lisa Crites

**Student Name:**

FAPE: Choose an item.

Please select the semester you will begin your field education experience: Choose an item.

Please select your program status: Choose an item.

**Part I Student Information**

1. Last Name:
2. First Name:
3. Email Address:       @uakron.edu
4. Student UA ID#:
5. Date of Birth:
6. Permanent Address:
7. Current Address:
8. Cell #:

**Part II Student History***A resume can be submitted in lieu of completing Part II.*

***Work (Paid Employment) during past 2 years:***

#1 Employer Name:

Position:

Dates of Employment:

#2 Employer Name:

Position:

Dates of Employment:

#3 Employer Name:

Position:

Dates of Employment:

#4 Employer Name:

Position:

Dates of Employment:

**Volunteer and/or Community Work during past 2 years**:

Organization #1:

Description of Activities:

Time frame (dates):

Organization #2:

Description of Activities:

Time frame (dates):

Organization #3:

Description of Activities:

Time frame (dates):

**Part III Student Health**

Rate your general health: Choose an item.

Do you have any emotional or physical difficulties which may require special arrangements in a field practicum placement? [ ] Yes (Please Explain) [ ] No

If yes, please explain:

If yes, please let us know how we can best assist you:

**Part IV Other Student Information**

Will you have the use of a car for field? Choose an item.

Do you have a valid Ohio’s Driver’s License? Choose an item.

Are you presently employed? Choose an item.

If you are employed, place of employment:

Address:

Phone:

Position:

Nature of work performed:

Current Work Schedule

[ ] Monday [ ]  Tuesday[ ] Wednesday [ ]  Thursday [ ] Friday [ ]  Saturday

[ ] Sunday

Do you plan to work while in field? Choose an item.

At the same job? Choose an item.

Same Schedule? Choose an item.

Do you have a legal/court history relevant to securing a field placement? Choose an item.

**Field at Placement of Employment (FAPE):**

Under certain circumstances, a student may conduct their field experience at their place of employment. The standards and requirements for this type of field placement are the same as those for all other placements in the Program.

* It is encouraged that the field instructor and employment supervisor be different. In the event the field instructor and employment supervisor are the same, supervision time for field education learning must be separate from supervision time for employment;
* The proposed field instructor should be someone other than the student’s immediate employment supervisor;
* Field Instructor should havea graduate level social work degree level of student (for undergraduate: BA/BASW/BSW | for graduate: MSW/MSSA/MCSW) with 2 years post-graduate employment experience;
* Field Instructor shouldhave at least 1 year with the organization; and
* Field Instructor should be able to offer the student a minimum of 1 hour per week of individual supervision.
* Student field assignments and employment tasks may be the same, but must be educationally focused and have clear links to the social work competencies;
* In cases where field assignments and employment task are different, the field assignments must be educationally focused and meet social work competencies;

Students interested in completing their field experience at their place of employment are required to submit this application, **and** submit a written Field at Place of Employment Proposal for approval by the field office (along with all other field forms according to the schedule). (See form on website: <https://www.uakron.edu/socialwork/field-education/msw-field-forms.dot>)

If planning to apply for a Field at Place of Employment (FAPE), please provide the following information:

Agency name:

Agency address:

Contact Person’s Name:

Contact Person’s Phone # & Extension:

**Part V Student Agreement**

**Important! Signature Box Below**

[ ]  A check in this box, affirms that I hereby attest that all of the information on this application is true to the best of my knowledge and is the equivalent of my signature. I hereby authorize it can be shared with the field instructor. I understand that acceptance into the Field Education Program is determined by the social work faculty and that satisfactory completion of field is a requirement for completion of the Master of Social Work degree and for graduation. I understand that if I do not submit all field documents according to scheduled time frame, I may not receive credit for my field experience during that semester.

**Signature Date**: Click here to enter a date.

**FERPA Field Placement Disclosure Form**

Field placement has as its purpose the opportunity for students to integrate classroom theory with client system practice and to develop professional identity and skills. Practice takes place in a broad range of social service settings. The market of available placement positions is limited, and agencies are highly selective of the students they accept. Some agencies require and execute background checks for misconduct, such as felony convictions or documented violations of the National Association of Social Workers Code of Ethics.

The University of Akron School of Social Work and Family Sciences requires each field applicant to sign this disclosure form. This form allows the School to inform a student’s prospective field agency of current or past felonious convictions; or other disciplinary code violations of The University of Akron student disciplinary procedures or other similar institutions where the individual may have attended; or other misconduct in violation of the NASW Code of Ethics. Agencies need this information in order to accept you as a student.

I hereby grant permission for the School of Social Work and Family Sciences Field Office to notify any agency to which I apply as a field student of my current or past documented felony conviction or other misconduct in violation of the NASW Code of Ethics.

**Important! Signature Box Below- Incoming Field Student**

[ ] **A check in this box affirms I have read this document and is the equivalent of my signature.**

**Incoming Field Student Name**:

**Signature Date**: Click here to enter a date.

**FIELD MANUAL/CODE OF ETHICS ACKNOWLEDGEMENT**

[ ] I have read my copy of the University of Akron School of Social Work and Family Sciences Field Education Manual and agree to abide by the policies and procedures specified in the Field Manual. The BA/BASW Field Manual can be found on the School of Social Work and Family Sciences website.

[ ] I have read the Code of Ethics of the National Association of Social Workers (NASW) and agree to abide by the Code while in field placement. The Code can be found on the social work website and:

* Lowenberg, F.M., Dolgoff, R., & Harrington, D. (2012). *Ethical decisions for social work practice.* (9th ed.). Belmont, CA: Brooks/Cole Cengage Learning.
* <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English.aspx>

**Important! Signature Box Below- Incoming Field Student**

[ ] **A check in this box affirms I have read the MSW Field Manual and the NASW Code of Ethics and is the equivalent of my signature.**

**Incoming Field Student Name**:

**Signature Date**: Click here to enter a date.