



# **WELCOME TO THE BSW FIELD APPLICATION MEETING**

FIELD PRACTICUM FOR 2019 - 2020

# FIELD EDUCATION TEAM



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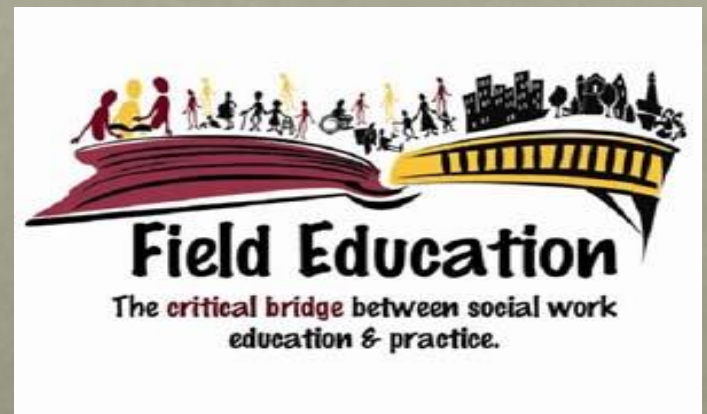


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# FIELD EDUCATION TEAM



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# ELIGIBILITY FOR FIELD

Students begin their Field Placement I and Seminar classes in the fall semester of their senior year. The following requirements must be met before students may finalize registration for the Fall semester:

- Official admission to the social work program, in good standing, not probationary status.
- Maintenance of a minimum 2.75 overall GPA and a 2.75 GPA in the major. All major social work courses taken after admission to the BSW program must have a minimum grade of C+.
- Completion of the following:
  - SOCW 221, 222, 239, 241, 340, 341, 342, 343 and 344.
  - SOCW 325 (Introduction to Social Work Statistics) or the equivalent.
  - A minimum of 90 credit hours toward graduation requirements.
  - Application form for practicum, submitted by due date.
  - Field Placement I Application and Checklist.
- Received approval for placement by the Field Director.



# BSW FIELD EDUCATION

## 2019 – 2020

- **Fall 2019:**
  - SOCW 401. – Practicum I (**Seminar Class**)\*\*
  - SOCW 402. – Practice I (Field Placement/Internship)
- **Spring 2020:**
  - SOCW 411. – Practicum II (**Seminar Class**)\*\*
  - SOCW 412. – Practice II (Field Placement/Internship)

**\*\* You will have the same seminar class, at the same time, and same professor ALL year around.**

# BREAK DOWN OF FIELD EDUCATION

You will have the same seminar class ALL year around.

## Seminar Class

- You will be in the classroom (or may request an online class)
- With a Seminar Instructor / Field Liaison / Professor
- Talk with other students about field experiences



## Field Placement/Internship

- Learning in an agency
- With a Field Instructor / Social Worker
- Gain experience with an agency as a professional
  - 150 hours in the fall (10 hrs per week)
  - 300 hours in the spring (20 hrs per week)



# PLEASE TAKE OUT YOUR COPY OF THE FIELD APPLICATION FORM

## Your Field Application Must Include:

- BSW Checklist Coversheet (Page 1)
- Application for BSW Field Placement (Page 2)
- Academic Requirements (Page 3)
- Interest Form (Page 4)
- Resume Workshop Information (Page 5)  
(You will get and turn in this paper at the workshop)
- Current Resume (no more than 2 pages)
- HIPAA Certification (Page 6)
- Background Check (Page 7)
- \*Agency of Employment (AOE) Form, if needed\*

- **ALL Completed Forms are Due on November 30<sup>th</sup> by 4:30pm!!**
- **No applications will be accepted beyond that time.**
- **You can turn in your COMPLETED application early.**



# AGENCY INTEREST FORMS

- There is a list of field agencies on the resource page of the BSW website.  
<https://www.usi.edu/media/5615101/generalist-field-placement-agencies-101218.pdf>
- There is also a binder in the Social Work Department that has more information about agencies from students who have interned there.
- You will use these resources to complete your Interest Form on Page 4.
- If an agency is listed, it does NOT guarantee they will be available for an internship during a Fall or Spring semester. The agency list is provided as a starting point and can be helpful in beginning to think about what type of placement you may wish to pursue. Please do not get frustrated if your first choice agency is not available and you must move on to your 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> agency of interest.
- If for some reason an agency you are interested in is not listed, contact Bonnie Rinks, Director of Field. She works diligently to develop new placements.
  - We always welcome new agencies and will pursue new agreements. However, **PLEASE NOTE**, developing new agreements takes time and there is no guarantee the new agreement can be developed in time for a placement in the fall.

# PLACEMENT

- The placement goal is to get **good** generalist experiences meeting USI Social Work Program criteria **AND** Council on Social Work Education core competencies.
- We place all cohorts at once, making this a tedious and time consuming process, so we appreciate your patience.
- Please know that Mackenzie is very committed to getting you placed using **YOUR AGENCIES OF INTEREST.**
- If she needs to contact you to provide additional agencies of interest please respond as quickly as possible with your additional choices.

# INTERVIEW/RESUME WRITING MEETING

- Bring a physical copy of your resume and cover letter to the workshop.
- Group meetings are scheduled for:
  - October 22<sup>rd</sup> from 4:30-6:00pm in ED 2108
  - October 23<sup>th</sup> from 10:30-12:00pm in ED 2108
  - You may schedule a personal appointment with Kathy Weinzapfel in Career Services if you are unable to attend one of these meetings.

**Your application will not be accepted until you have the Verification Form signed by Kathy Weinzapfel. You will receive this form in the Resume Writing Workshop and will turn it in after the Workshop.**



# RESUME

You must submit a current *PROFESSIONAL* resume with your adjustments from the resume workshop.

You resume must be no longer than 2 pages

- There are many good examples of resumes and directions for resume writing online. Additionally Career Services may provide guidance.
- Remember that this is how you are introduced to the person(s) with whom you are seeking a placement and provides the first opportunity for “your best foot forward.”

# HIPAA CERTIFICATE

## How to Complete HIPAA Certification

- Enter the following address in your web browser:  
<https://www.usi.edu/health/faculty-staff-resources/osh-and-hipaa-training> . It will take you to the USI College of Nursing and Health Professions, OSHA and HIPAA Training page. **Take the HIPAA quiz.**
- If the above web address does not work for you, simply go to the USI College of Nursing and Health Professions web page. On the left side of the page, highlighted in red there are several options in which you may click. Click on “OSHA and HIPAA Training.” **Take the HIPAA quiz.**

# FIELD EDUCATION STATEMENT OF CRIMINAL RECORD

## PLEASE NOTE:

- Agencies may request additional criminal history background checks, TB tests, drug screens, proof of insurance and/or immunization records, (just to name a few).
- Agencies will reject field candidates due criminal histories and positive drug screens reflecting substances that are not prescribed for the candidate by a licensed physician or practitioner. A missed drug screen counts as a positive drug screen.

**If you have a criminal history, felonies and/or misdemeanors, please attach a separate sheet with the field application. (Yes, that also means speeding tickets!)**

**You will need to make an appointment with the Director of Field Education, Bonnie Rinks, before applications are due.**



# ARE YOU 21 YEARS OLD?

**You must be 21 years old by August 2019.**

- Most agencies require interns to be 21 at the time they intern.
- We have maybe only 3 or 4 agencies who will accept a student under 21.

**You will need to make an appointment with the Director of Field Education, Bonnie Rinks, before applications are due.**

# PAID INTERNSHIPS VS. AGENCY OF EMPLOYMENT PLACEMENT

- There is a difference between a “paid internship” and an agency of employment. They are **NOT** the same thing.
- **Paid Internship**: means you are paid a salary or stipend for doing your internship. Paid Internships are **rare** beasts.
- **Agency of Employment (AOE) placement**: means that special arrangements are met to allow you to do a separate placement at the same agency where you are an employee. (most do not pay you to do the internship)

# PLACEMENT IN AGENCY OF EMPLOYMENT (AOE)

If you desire to be placed for field in the agency where you are employed, you must also submit the Placement in the Agency of Employment (AOE) Form.

In order to do this, your agency **MUST**:

- Be an appropriate agency.

**AND**

- Agree to you doing your placement there.

**AND**

- Your internship must be **DIFFERENT** from your job, with a different supervisor.

**AND**

- **Bonnie must approve of your placement.**

Email Mackenzie at [Socialwork.Field@usi.edu](mailto:Socialwork.Field@usi.edu) for this form.

# AGENCY OF EMPLOYMENT (AOE)



## Agency of Employment (AOE)

### Policies Regarding Field Placements in Agency of Employment

Department of Social Work Policy Implementing Accreditation Standard: "Students currently employed in a social service agency or human service organization may complete a field placement in the current employment setting, if the following conditions are met:

1. The field instruction experience must provide new learning experiences not provided in prior field placements or employment. The proposed field education activities must be distinct from the normal work activities in this agency and evaluated separately from them.
2. The designated field instructor must be someone other than the job supervisor who evaluates the student as an employee and must meet the eligibility criteria to be an approved field instructor.
3. The employing agency must agree to the field placement plan, which protects the learning experiences for the student-employee.

The following procedures will be utilized by the Department of Social Work to implement the above policy:

- A. The student must file a "Request of Field Placement in Agency of Employment"
- B. The request must be signed by the student and the appropriate personnel of the agency attesting to their review and support of the student's proposal.
- C. The request proposal will be reviewed by the Coordinator of Undergraduate Field Education and/or other designated university personnel as the primary documentation utilized in the decision to approve or disapprove the request and will become part of the student's field education file.
- D. The Faculty Field Liaison/Seminar Instructor will be provided a copy of the proposal so that they might both support and monitor its implementation throughout the field placement.

#### For Employing Agency Representative:

I, \_\_\_\_\_, am acting as the employing agency representative agreeing to the field placement plan, which protects the learning experiences for the student-employee.

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_



### Request for Field Placement in Agency of Employment

1. The field instruction experience will provide new learning experiences, not provided in prior field placements or employment.

2. I have been employed by \_\_\_\_\_ beginning \_\_\_\_\_

3. My job title is \_\_\_\_\_

4. My activities of employment will include:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. My activities of placement will include:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. My agency Supervisor is: \_\_\_\_\_

7. My Field Instructor is: \_\_\_\_\_

8. My Field Instructor's Credentials are: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_



# FIELD APPLICATION

## PLEASE NOTE

- Use the check sheet as a cover sheet and make sure everything is included in your application packet!
- Turn in all forms at one time to the Social Work Office.
- **Do NOT use staples.**
- You do not need to purchase fancy or expensive folders.
- **Just use a paperclip! 😊**

# PAPER CLIP

- **Do not staple anything!**
- Use a paper clip



**You must bring your completed (paper clipped) packet to the social work office. You may also post mail it, but it must arrive before November 30th, 2018 @ 4:30 PM.**

**\*Notify Mackenzie when and if you mail your application!**

**\*Faxed or Scanned copies will not be accepted!**

# WHAT HAPPENS NEXT?

- Students will be placed with an agency from January through May.
  - We understand students go home for Christmas break and some are not from Evansville.
- You will be authorized to contact your agency **via your USI email**. Detailed instructions regarding the process of sending your cover letter and resume, as well as scheduling an interview will be included because every agency is different.



# AUTHORIZATION E-MAIL: IT LOOKS LIKE THIS

## ATTACHED TO E-MAIL:



J- Field Instructor Guidelines-BSW  
61 KB

Greetings,

You have been authorized to contact:

Joe Smith  
[jsmith@stmarys.org](mailto:jsmith@stmarys.org)  
St. Mary's Hospital  
812-812-8128

Here is the process:

1. Send a cover letter along with your resume ASAP but at least within 2 business days to the identified contact via email. In your email, request an appointment to interview. If you do not hear from the agency in 3 business days, then call the agency at the number provided and send a follow up email if you do not speak to the person. There are a lot of great examples of cover letters online. Be creative and adjust it to reflect who you are!
2. If there is a website for the agency, take the time to become knowledgeable about the agency, as well as prepare questions you might have about the placement. <http://www.socialworker.com/feature-articles/career-jobs/getting-prepared-for-social-work-job-interview/> This is a great link of interview tips!! Also, if you need a referral for a professional clothing bank, email Bonnie and she will connect you with the proper services!
3. When you interview, remember to give the person interviewing you a copy of The Field Instructor Guideline. There are physical copies at the front desk of the Social Work Department in a blue folder labeled "BSW Field." You can also receive an electronic version of the FIG by emailing us and requesting one. If you are accepted for the field placement, the field instructor will sign the Guidelines and return it to me.
4. Remember, this is like a job interview. You are interviewing the agency to see if it is a good fit for your educational needs. The agency is interviewing you to determine if you will be a good fit with their staff. If you feel it is not a good fit, graciously decline. Either way, send me an email to let me know how things went.
5. If it is a good match and they approve your placement, remember it is your responsibility to set up a start date, schedule, and appropriate dress for the agency.
6. Lastly, please remember as a University of Southern Indiana student, you are representing the University and the profession of Social Work.

Good luck, and feel free to contact me if you have any questions.

Bonnie Rinks

# VERY IMPORTANT POINTS

- *Do not contact agencies until you have been authorized to do so.*
- You must receive the official authorization email from the field office **before** making contact or scheduling an interview with an agency.
- Failure to comply with this can result in penalties up to and including being ineligible for field.
- You will only be contacted through your @eagles.usi.edu email account regarding field placements.
- It is your responsibility to check this account frequently for information and instructions related to your field placement.

# AFTER AUTHORIZATION...

- Once you have been authorized to contact your agency, you must send the person designated a copy of your resume and request an appointment for an interview within 2 Business Days of being authorized!
- Do not put off your interview. Schedule it for as early as possible!
- Sometimes an alternate placement needs to be sought. Additionally if you wait, then you will encounter agency people on vacations.
- If you do not hear from the agency in 3 business days (after sending your resume), then call the agency at the number provided and send a follow up email if you do not speak to the person.



# WHAT WILL YOU NEED FOR YOUR FIELD INTERVIEW?

- Evidence that you have thought about what type of population in which you may want to work.
- Evidence that you do not wait for people to make decisions for you.
- Evidence that you can critically analyze situations.
- Your Passion!
- Your Self Determination!!!!!!!
- Field Instructor Guideline (FIG)



# THE FIELD INSTRUCTOR GUIDELINE LETTER (FIG)

- At your interview, you will give the field instructor guideline letter (FIG) to the field instructor (if the placement is agreeable to each party) for the agency to sign.
- The form will then need to be mailed, scanned, or walked into the Social Work office. We cannot accept faxed forms.
- This form must be returned prior to you beginning field as it activates the agreement between us and the agency and therefore the liability insurance on you.
- You will not be allowed to start field if this form is not in the social work office.

# FIELD INSTRUCTOR GUIDELINE (FIG)



## Field Instructor Guidelines

The title, Field Instructor, refers to the student's agency based supervisor who plans and monitors the student's learning activities within the agency. Specific university expectations of the Field Instructor include the following:

1. To see that the student is provided with an agency orientation.
2. To provide supervision and guidance for the student as he or she assumes specific field assignments.
3. To meet with the student on a weekly basis to review learning and issues arising out of the placement.
4. To develop cooperatively with the student a Student Learning Plan using social work practice competencies for the practicum experience. Included in the Plan should be (1) goals or objectives, (2) tasks or activities in meeting those goals and (3) mechanisms for evaluating each task or activity.
5. To help the student match interests and agency opportunities within the broad scope of field instruction objectives as defined by the Department of Social Work.
6. To periodically participate in conferences with the Faculty Field Liaison to keep the liaison abreast of the student's development and level of performance.
7. To consult with the University Faculty Field Liaison as needed in regard to planning or implementation of the student's educational program in the agency and particularly if concerns arise in regard to the student's conduct or performance.
8. To complete a formal mid-term and final evaluation of the student.
9. To assure understanding and adherence to the National Association of Social Worker's Code of Ethics.

(See the BSW Manual for a more complete discussion of responsibilities)

Field Instructor's Name \_\_\_\_\_ Title \_\_\_\_\_

Agency \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Field Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

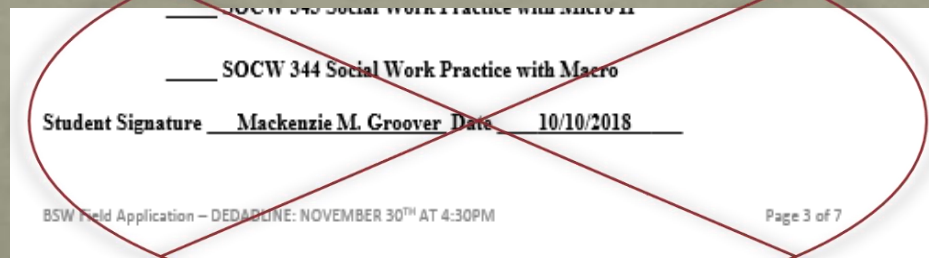
Student Seeking Placement \_\_\_\_\_

BSW I (Fall-Requires 150 hours) \_\_\_\_\_ BSW II (Spring-Requires 300 hours) \_\_\_\_\_

# TYPED SIGNATURES

- Can I turn in a form that requires a signature with a typed signature? (Interest Form, Application, etc.)
  - **Absolutely not**
- Can my internship supervisor turn in a paper or form that requires a signature with a typed signature?
  - **No, especially not on Field Instructor Guidelines (FIGS). Politely explain to them that the Social Work Department does not accept typed signatures.**

## Example:



The image shows a portion of a form with a large red 'X' drawn over it. The text on the form includes:

\_\_\_\_ SOCW 344 Social Work Practice with Macro  
\_\_\_\_ SOCW 344 Social Work Practice with Macro  
Student Signature Mackenzie M. Groover Date 10/10/2018

BSW Field Application – DEADLINE: NOVEMBER 30<sup>TH</sup> AT 4:30PM Page 3 of 7

# STAY IN CONTACT!

If **ANYTHING** changes, **NOTIFY THE FIELD OFFICE (Mackenzie) ASAP** [Socialwork.field@usi.edu](mailto:Socialwork.field@usi.edu)

- **Name Change / Email**
  - If you ever had a different name with this University, please indicate that so we can identify you. This particularly happens with email addresses.
  - **ONLY** use your **USI eagles** email ([jdawg@usi.eagles.usi.edu](mailto:jdawg@usi.eagles.usi.edu)). We will NOT respond to [jdawg@hotmail.com](mailto:jdawg@hotmail.com).
- **Phone Number, Address, Emergency Contact**
  - For example, if you live in Henderson and list your primary location preference as Henderson then move to Jasper and no longer want to do your field placement in Henderson. You must notify Mackenzie **BEFORE** you are placed.
  - Once you are placed and the Field Instructor Guideline (FIG) letter is signed you are in that agency. It is a contract.



# STAY IN CONTACT

CONTINUED...

If **ANYTHING** changes, **NOTIFY THE FIELD OFFICE (Mackenzie) ASAP** [\*\*Socialwork.field@usi.edu\*\*](mailto:Socialwork.field@usi.edu)

- **Going on vacation out of the county/ without internet access during the placement process?**
  - We will hold off on the placement process.

(Jamaica Trip - We will get a list of students going on the trip and also hold off on the placement process.)
- **Agency of Employment**
  - If you become employed at your internship, Mackenzie needs to know.
- **Change of Supervisor**
  - If your agency supervisor changes, notify us right away so that we have updated contact information and can verify their credentials.

# FOLLOW UP WITH MACKENZIE WHEN SHE ASKS FOR AN UPDATE IT LOOKS LIKE THIS:

Greetings BSW I Students!

## **RESPONSE IS MANDATORY FOR THIS EMAIL!**

If you are receiving this email you have been authorized to contact your agency, but I **have not yet received your Field Instructor Guideline Letter.**

I ask that **ALL** you please reply to this email, and send me an update ASAP. This helps me to stay organized, and hopefully allows us to solve any potential small problems early before they become big issues.

### **Please Check All that Apply**

I have read my Authorization to Contact Agency Email

I have emailed the agency my cover letter and resume (Insert date of sending information)

I have attempted to contact my agency to schedule an interview, but have not heard back from agency (Insert how and when you have made these attempts)

I have scheduled an interview for (Insert date and time)

I have attended my interview (Insert how you feel it went)

I have received verbal confirmation from agency of my field placement

I am waiting to hear back from agency regarding acceptance of field placement

Agency will mail my signed Field Guideline Letter

Agency returned my signed Field Guideline Letter to me and I will turn into Social Work Office

Your agency supervisor may also email it to me if that works better for them. My contact information is provided below. I encourage you to get it turned in as soon as possible so your placement will be complete.

If you have any questions, please let me know, and I will gladly try and help!

[Mackenzie M. Groover, BSW](#)

Graduate Assistant for Field Education

Department of Social Work

University of Southern Indiana

Phone: 812.465.7114

Fax: 812.465.1116

Email: [socialwork.field@usi.edu](mailto:socialwork.field@usi.edu)

# BE PATIENT

Placing students can be a lengthy process, so please be patient & check your USI email frequently



# CAN YOU BE FIRED FROM YOUR FIELD AGENCY?

- **YES**

Legal violations, Policy Violations, Ethical Violations, or abandoning your position (not showing up, chronic late arrivals) etc. These are a few of the reasons to be dismissed.

- You can be removed from field and seminar and be dismissed from the BSW program – so take this **SERIOUSLY!**



# ADDITIONAL REQUIREMENTS

## HEALTH INSURANCE

- You must carry Health Insurance.
- You are not an employee of your internship agency and therefore not covered under workers' compensation.
- If you do not have healthcare coverage of your own you may get it from
  - [HealthCare.gov](http://HealthCare.gov)
  - 1-800-318-2596 (TTY: 1-855-889-4325)
  - You may also want to investigate University Health Services at <http://www.usi.edu/healthcenter/ees-insurance/office-visit-plan-ovp>

## NAME BADGES

- Students will need USI name badges for their field placement.
- Even if the agency supplies a name badge they need to identify you as a **USI Social Work Intern**.
- We have a template set up with the USI Eagles Office, located in the basement of the UC (same place for student ID).
  - Take student ID
  - Tell them you are a Social Work Student Intern
  - Cost is \$5.00

# STRONGLY ENCOURAGED

## NASW MEMBERSHIP

Being a member of the National Association of Social Workers has many perks including networking, access to research.

- **Regular members pay \$150-\$225 for membership, but students pay just \$57**
- <https://www.socialworkers.org/membership/membership-types/students>

## PROFESSIONAL LIABILITY INSURANCE THROUGH NASW

The university carries liability insurance. However, we encourage you to have your own as well. NASW offers student coverage at affordable rates.

- <https://naswinsure.com>
- 1-888-278-0038

**Join the professional network most committed to your success as a social worker!**

# BSW FIELD TIMELINE

October 2018

~~Mandatory Field Application Meeting(s)~~  
Mandatory Resume Writing Workshop

November 2018

**Applications for field placements due November 30th.** Turn in to Social Work Office, EDUC 0129 by 4:30pm. Check Sheet: Resume must be included.

January 2019

Field office begins placing students based on choice forms. If you need to meet with field office, schedule and appointment with the Director, Assistant Director, or Graduate Assistant regarding areas of interest and possible field placements.

May 2019

**Placement for BSW for Fall completed by end of semester.** Students interview with agencies. Don't put off your interviews until the last minute. Schedule as early as possible in case an alternate placement must be found. Contact the field coordinator after your interview and advise as to how the interview seemed to go. Don't forget "the letter" (FIG).

# BSW FIELD TIMELINE CONTINUED

May – August 5th 2019  
(Deadline)

Make sure your schedule is set up with your agency

August 17, 2019

**MANDATORY** Field Orientation 8:30 am-12:30pm  
(Saturday before Fall classes begin)

August 19, 2019

**USI Fall Classes/Field Begin**

September 2019

Students will turn in a new Interest Form for their Spring semester field placement/internship.

December 4, 2019  
(Before final exams)

All 150 hours for your fall field placement must be completed by this date.

January 13, 2020

Begin 300 hour spring field placement

April 29, 2020

All 300 hours for your spring field placement must be completed by this date.



**SATURDAY AUGUST 17<sup>TH</sup>  
2019**

## **Orientation Meeting**

**8:30 am to 12:30 pm**

**USI Campus - location will be announced at a later date.**

**This meeting is MANDATORY!**

**BSW Program Director will meet with you following the orientation to do your graduation check out.**

**If you have questions, contact Mackenzie at  
[socialwork.field@usi.edu](mailto:socialwork.field@usi.edu)**