Office of Field Education

BASW REQUEST FOR FIELD PLACEMENT
INFORMATION PACKET
2012-2013

School of Social Work
University of Pittsburgh

FIELD PERSONNEL:

John Dalessandro
Director of Field Education

Micki McDonough
Field Education Coordinator

Deborah Robinson
Field Education Coordinator

Bobby Simmons
Field Education Coordinator

Mary Ann Joyce
Administrative Support

• BASW Field Planning Schedule
• Student Checklist
• Field Placement Request Form (on-line)

• Employment-Based Field Placement Request Form (on-line)
• Release Form (on-line)
• Questions Frequently Asked About Field Placement
• Instructions for the Field Placement Interview
• Questions for the Interview for Field Placement

• Agency Confirmation Form (on-line)
• Student Confirmation Form (on-line)

• Field Education Competencies for the BASW Field Placement
• Student Responsibilities in Field Placement
• Important Websites

DEADLINE for Submitting Request for Field Placement
February 15, 2013
for field placement starting September 2013

http://www.socialwork.pitt.edu/academic-programs/field-education/basw.php

Agency Directory: www.fieldedlink.pitt.edu

HIPAA Information:
http://www.socialworkers.org/practice/behavioral_health/mbh0101.asp or
http://www.cms.hhs.gov/HIPAAGenInfo/

Clearances:
http://www.socialwork.pitt.edu/academic-programs/field-education/resources.php

Field Placement Request Form:
http://www.socialwork.pitt.edu/downloads/Req_BASW_plcmnt.doc

Agency Confirmation Form:
http://www.socialwork.pitt.edu/downloads/Conf_BASW_Fld_Inst.doc

Student Confirmation Form:
http://www.socialwork.pitt.edu/downloads/Conf_BASW_Studentfld.doc
BASW FIELD PLACEMENT PLANNING SCHEDULE
2012-2013

Tuesday
January 8, 2013
12 noon or 5:00 pm
Field Placement Planning Seminars/ Resume and Interview workshops for BASW Students planning to begin field placement September 2013.

Tuesdays
January 15, CL 2309
January 22, CL 2017
January 29, CL 2309
INFORMATIONAL SESSIONS 12:00 – 1:00 pm
Working with Older Adults - Hartford Partnership Program CWEB and CYF
Behavioral Health Case Management
February 1 – 15, 2013
BASW students submit a résumé and a Request for Field Placement Form to Room 2129 CL and receive appointment time with a field advisor. Students requesting to do a field placement at an employment site should submit the Employment-Based Request for Field Placement Form.
Go to: www.socialwork.pitt.edu:
• Visit the “Career Services” Section for assistance with resumes
• Visit the “Academics/Field Education” Section to review Field Handbook; access Fieldlink for field placement agencies and become familiar with securing clearances.

February 15, 2013
DEADLINE for Request for Field Placement.

February 6 – 28, 2013
Students will be individually interviewed with Field Advisor.

February 13 – April 27, 2013
Interviews with prospective field instructor and agency.

May 2013
Confirmations from student and field instructor for field placement should be received in Field Education (2129 CL).

August 2013
Students and field instructors should receive a confirmation of field placement notice.

September 3, 2013
Field Placement commences for the Fall Term.
FIELD EDUCATION
Request for BASW Field Placement
School of Social Work - University of Pittsburgh

Instructions

- Attach one copy of a resume. An electronic copy will be requested by the field advisor.
- Submit these materials in person to room 2129 Cathedral of Learning (or via email at sswfield@pitt.edu) beginning February 1, but no later than February 15. The request form, release form and resume must be submitted before an appointment is given.

Requirements

- Students must have satisfactorily completed required prerequisite courses.
- Students on provisional or probation status must be approved for field placement.
- Students requesting to complete an employment-based field placement should complete that specific form.
- Students must be registered for field placement in the term they complete field placement.
- Students must verify that the malpractice insurance premium has been invoiced to their student account before starting field placement.
- Students requesting accommodations must present a letter from Disability Resources and Services specific to field placement.
- Students should not request a field placement in an agency where they or a family member has/is receiving services.

Deadlines

DEADLINE FOR FALL TERM (September) PLACEMENT REQUESTS FEBRUARY 15
# BASW Student Information

**Name**

**Current Mailing Address**

**City/State/Zip Code**

**Permanent Address**

**City/State/Zip Code**

**Telephone**

- **Home:**
- **Cell:**
- **Email:**

Please note: Important correspondence will be sent to your University of Pittsburgh email address. We advise you check your University email account throughout your placement for important information and reminders. It is your responsibility to forward your University email to any personal/secondary email account.

**Full-Time**

**Part-Time**

**Fall Term**

**Spring Term**

**Expected Graduation Date:**

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## Please read and complete the following section.

**Will you be available to interview in Pittsburgh over the summer?**

- **Yes**
- **No**

**Previous work experience (social work related):**

- **Years:**
- **Other:**

**Are you currently employed?**

- **Yes**
- **No**

If yes, number of hours per week worked ____

**Do you have use of an automobile for field placement?**

- **Yes**
- **No**

**Will you be able to obtain Act 33/34 clearances (and FBI fingerprinting) that are free of misdemeanors and felonies?**

- **Yes**
- **No**

**Are you requesting accommodations for your field placement?**

- **Yes**
- **No**

If yes, you must register with Disability Resources and Services and present a letter with specific accommodation requests for field.

**Do you anticipate being work study eligible while you are in field placement?**

- **Yes**
- **No**

Please indicate which, if any, of the following specialties you will be applying to:

- **CWEB**
- **Hartford Fellowship**
- **Behavioral Case Management Certificate**

### Please Specify:

<table>
<thead>
<tr>
<th>Specialty</th>
<th>Grade</th>
<th>Presently Enrolled</th>
<th>Please Specify</th>
<th>Grade</th>
<th>Presently Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Social Work (SW1000)</td>
<td></td>
<td>Y</td>
<td>Policy Analysis (SW1006)</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>Social Welfare I (SW 1005)</td>
<td></td>
<td>Y</td>
<td>Ethnicity and Social Welfare (SW1008)</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>Human Behavior (SW 1015)</td>
<td></td>
<td>Y</td>
<td>Social Work with Individuals and Families (SW 1011)</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>Helping People Help Themselves (SW 1010)</td>
<td></td>
<td>Y</td>
<td>Social Work with Communities and Organizations (SW 1012)</td>
<td></td>
<td>Y</td>
</tr>
</tbody>
</table>

Is there any information pertinent to your being assigned to a field placement that has not been identified in this form, including requests for field placement where you or a family member have received services?

- **Yes**
- **No**

If yes, please discuss the information during your interview with your field advisor, or attach a written discussion to this form.

**Have you read the current NASW Code of Ethics? Do you agree to abide by the NASW Code of Ethics in your field placement?**

- **Yes**
- **No**

**Are you aware that violations to the Code of Ethics in field placement can lead to academic integrity charges?**

- **Yes**
- **No**

I agree to follow the School of Social Work's policies and procedures regarding field placement.

- **Yes**
- **No**

I understand that all computer hardware, software, network access, information and data provided to me as a social work student intern is the property of the agency in which I am placed and should be used for official agency purposes only. I will not use the agency computer systems for personal or non-agency business related purposes.

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**Student Signature**

**Date:**

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Revised 11/26/2012
**FIELD PLACEMENT & AGENCY PREFERENCE**

All placements must be arranged by the Office of Field Education. Students **must not initiate contact with any agency to seek a placement** within that agency without prior approval of the Office of Field Education. Any placement initiated without the knowledge of the field education staff will not be approved.

**HOW TO SELECT APPROVED AGENCIES**

Go to [www.fieldedlink.pitt.edu](http://www.fieldedlink.pitt.edu). Click on the Agency Placement Listings, and follow the search criteria directions to generate a list of agencies you are interested in being considered for field placement. These choices should match the information contained in this request form. Please be as specific as you can. In addition to the agency list, you may also add comments that describe the types of agencies or experiences that interest you.

<table>
<thead>
<tr>
<th>What geographic limitations need to be considered in selecting a field placement?</th>
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</thead>
<tbody>
<tr>
<td>What are your preferences for field placement (population social issues, field practice, type of setting)?</td>
</tr>
<tr>
<td>What additional considerations are important to you in the selection of a field placement assignment?</td>
</tr>
</tbody>
</table>

Although we cannot guarantee that you will be placed in one of your preferred programs/agencies, this information will be used to determine an appropriate field placement.

**AGENCY NAME/LOCATION: (List Top 3 Choices)**

<table>
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<tr>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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**ADDITIONAL COMMENTS:**
Field Planning Checklist

☐ Attend Field Planning Program (January 8, 2013)

☐ Attend INFORMATION SESSIONS to learn more about CWEB/CYF, Hartford Aging Program and CASE Management specializations
  Tuesday January 15, 22 and 29, 2013

☐ Read the BASW Field Education Handbook

☐ Review NASW Code of Ethics in Student Handbook

☐ Complete Résumé (visit: www.socialwork.pitt.edu in the “Career Services” section)

☐ Complete Request for Field Placement Form

☐ Between February 1 – February 15, 2013, submit résumé and request form; obtain appointment for interview in Room 2129 CL
  APPOINTMENT DATE IS: _______________ TIME: _____

  FIELD ADVISOR IS: ☐ Micki McDonough ☐ Deborah Robinson ☐ Amy DeGurian

☐ Keep appointment for interview with field advisor.

☐ Make appointment with agency field representative as directed by field advisor.
  APPOINTMENT DATE IS: _______________ TIME: _____

  AGENCY FIELD REPRESENTATIVE INTERVIEWING IS: _______________________________
  PHONE NUMBER: ____________________

  LOCATION: _________________________________________________________________

☐ Take a Field Instructor Interview Confirmation form.

☐ Following the interview, return confirmation forms to your field advisor.

☐ Attend first session of Practicum Seminar and Lab I before beginning field placement.

☐ Start Field Placement during the week of September 3, 2013
# Request for BASW Employment-Based Field Placement

**School of Social Work - University of Pittsburgh**

## BASW Student Information

*(Please print or type. Complete all that apply)*

<table>
<thead>
<tr>
<th>Name</th>
<th>Mailing address</th>
<th>City/ State/ Zip Code</th>
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</table>

<table>
<thead>
<tr>
<th>Permanent address</th>
<th>City/ State/ Zip Code</th>
<th>Telephone</th>
<th>Home:</th>
<th>Cell:</th>
<th>Email:</th>
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</table>

Please note: important correspondence will be sent to your University of Pittsburgh email address. We advise you check your University email account throughout your placement for important information and reminders. It is your responsibility to forward your University email to any personal/secondary email account.

- [ ] Full-Time
- [ ] Part-Time
- Starting Term: [ ] Fall [ ] Spring
- EXPECTED GRADUATION DATE: 
- Please read and complete the following section.

Are you available to interview in Pittsburgh over the summer?  
- [ ] Yes [ ] No

Previous work experience (social work related):  
- [ ] Yes [ ] No

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<th>Years:</th>
<th>Other:</th>
<th>Years:</th>
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</table>

Are you currently employed?  
- [ ] Yes [ ] No

If yes, number of hours per week worked ______

Do you have use of an automobile for field placement?  
- [ ] Yes [ ] No

Will you be able to obtain Act 33/34 clearances that are free of misdemeanors and felonies?  
- [ ] Yes [ ] No

Are you requesting accommodations for your field placement? If yes, you must register with Disability Resources and Services and present a letter with specific accommodation requests for field.  
- [ ] Yes [ ] No

What is your rationale for requesting to do an employment-based field placement?

What are the learning opportunities to be offered in the proposed field placement?

Explain the differences between your employment responsibilities and the proposed field experience.

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<th>Name of proposed field instructor:</th>
<th>Phone:</th>
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<th>Proposed Employment Supervisor:</th>
<th>Phone:</th>
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**Schedule for Field Placement:**  

Students may not do fewer than 16 hours of field placement per week and must complete the total number of required hours for field.

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Is there any information pertinent to your being assigned to a field placement that has not been identified in this form, including requests for field placement where you or a family member have received services?  
- [ ] Yes [ ] No

If yes, please discuss the information during your interview with your field advisor, or attach a written discussion to this form.

Have you read the current NASW Code of Ethics? Do you agree to abide by the NASW Code of Ethics in your field placement?  
- [ ] Yes [ ] No

Are you aware that violations to the Code of Ethics in field placement can lead to academic integrity charges?  
- [ ] Yes [ ] No

Do you agree to follow the School of Social Work’s policies and procedures regarding field placement?  
- [ ] Yes [ ] No

I understand that all computer hardware, software, network access, information and data provided to me as a social work student intern is the property of the agency in which I am placed and should be used for official agency purposes only. I will not use the agency computer systems for personal or non-agency business related purposes.

**STUDENT SIGNATURE** ___________________________  **DATE:** ___________________________
FIELD EDUCATION
Request for BASW Employment-Based Field Placement
School of Social Work - University of Pittsburgh

Instructions

• Complete this form by February 15 to request your field placement for September of that same year.
• Attach one copy of a resume. An electronic copy will be requested by the field advisor.
• Submit these materials in person room 2129 Cathedral of Learning (or via email at sswfield@pitt.edu) beginning February 1, but no later than February 15. Both the request form and resume must be submitted before an appointment is given.
• Review the BASW Field Education Student Handbook available at: http://www.socialwork.pitt.edu/downloads/BASW%20FIELD%20HANDBOOK.pdf

Requirements

• Students must have satisfactorily completed required prerequisite courses.
• Students on provisional or probation status must be approved for field placement.
• Students requesting to complete an employment-based field placement should complete that specific form.
• Students must be registered for field placement in the term they complete field placement.
• Students must verify that the malpractice insurance premium has been invoiced to their student account before starting field placement.
• Students requesting accommodations must present a letter from Disability Resources and Services specific to field placement.
• Students should not request a field placement in an agency where they or a family member has/is receiving services.

Deadlines

DEADLINE FOR FALL TERM PLACEMENT REQUESTS FEBRUARY 15
QUESTIONS BASW STUDENTS ASK ABOUT FIELD PLACEMENT

Q: Will I get the field placement that I want?

A: Significant effort goes into the planning process to identify student interests, career plans, learning and supervision needs. Requests have to be considered with reference to the existing field resources of the school. Sometimes students get what they request and other times they do not; however, the major consideration that overrides all requests is whether the agency can provide the necessary educational experiences appropriate for the student’s program and regular, structured field instruction.

Students should not request a field placement in a particular agency where they or family members have been or currently are in treatment.

Q: How many hours of field placement do I have to do?

A: BASW students do approximately 600 hours (12 credits) of field placement over two terms. This usually breaks down to 3 days per week.

Q: Why can’t I do two different field placements?

A: It usually takes 4-6 weeks for students to begin to have familiarity with an agency, clients / consumers, staff, etc. That means that the engagement process between student and agency consumes almost 1/3 to 1/2 of the first term. Many agencies do not provide significant assignments / responsibilities with only half a term left.

Q: How can I get a paid field placement?

A: Paid field placements have not generally been available in the undergraduate program; the exception has been for the county child welfare and aging field placements (CYF and Area Agency on Aging, etc.) Students are also able to receive funding (tuition and a monthly stipend) through the CWEB (Child Welfare for Baccalaureate Education) program, which involves a contractual obligation on the part of the student. An informational meeting about these options is held in late January. Some agencies however, are able to offer a small stipend, but these vary from term to term and depend on availability of agency funds. Lack of a stipend is NOT an appropriate reason to decline an assigned field placement. Please discuss your particular concerns regarding a stipend during your interview with your field advisor.

Q: What if I don’t like where I am sent?

A: The real issue is not “liking” but whether the field assignment can prepare you appropriately for the employment market or for graduate education. Sometimes you can prejudge an experience and fulfill your own worst fears. On the other hand, a valid reason not to consider a particular agency will be accepted. Valid reasons include distance or transportation getting to an agency and personal or previous personal issues that may be exacerbated by the nature of the services provided by an agency.
There are many students, now graduates, who will tell you that they had exceptional experiences in settings that they would have never chosen by themselves!

Q: How will I know if it is a good field placement?
A: The real question here is: are you learning what you need to be learning? Structured learning experiences that flow from the identified learning objectives are essential. Field instruction that is regular, formal as well as informal, and aims to help you prepare for your assignments, integrates theory and research into your tasks, develops and provides feedback about skills, and begins to help you to shape critical and reflective thinking are equally important. You are also a significant part of the field placement. An open attitude toward learning, responsible, professional and ethical behavior, consideration for others, preparation for assignments and supervision, and active participation are what you, as a student, need to bring to the field placement.

Q: What if a problem comes up after I begin field placement?
A: There are problem-solving guidelines in the Student Handbook and the Field Education Manual. Simply put, talk to your field instructor. If you don’t quite know what word to use or how to shape up your problem focus, talk with your practicum lab instructor or your field advisor. Most problems in field are simple miscommunications that can be easily remedied by increasing and improving communication. Remember that a focus of your learning is to understand and apply problem-solving skills and that includes problems that you face as a student.

Q: What can I expect once the field placement starts?
A: Each field assignment is different. It does take several weeks to be fully involved in the work of the agency, but your field instructor should have an orientation plan for the first few weeks. In most settings that you will be assigned, it is unrealistic to expect that direct client/consumer work will be assigned in the initial weeks unless you have had previous significant and relevant work experience. Most likely, you will learn how the agency operates, who the people working in the agency are, what policies, procedures, and forms you will need to follow, etc. Following or shadowing other staff, observing, sitting in on meetings, reading previous records and reports are all a part of an orientation process.

Q: What can I expect of supervision once I am placed?
A: Educational supervision or field instruction occurs in many different ways. It can be directed and provided almost completely by the field instructor, or it can be coordinated by the field instructor with many different individuals in the agency participating. Students need to be able to seek out and ask for guidance and help if it is not automatically provided. Students also need to prepare themselves for supervisory conferences. If you have questions about your supervision, you should discuss this with the field instructor and your practicum lab instructor.
INSTRUCTIONS FOR FIELD PLACEMENT INTERVIEW

Getting ready for field placement can be an anxiety producing experience. In spite of this, most students are excited about having the opportunity to observe and to use the knowledge, values and skills they have heard about in the classroom. Some information for you to know in the preliminary phase of placement selection includes the following.

1. There are two forms used to confirm field placement acceptance. One is for you to complete after your interview at the field placement site (STUDENT CONFIRMATION RESPONSE); the other (FIELD INSTRUCTOR / AGENCY CONFIRMATION RESPONSE FORM) is for your interviewer at the field site to complete. These confirmations should be completed and returned within a week of your interview.

2. Call the designated person at the field placement site within three days after you have been informed of the name and phone number of that person by your field advisor. Identify yourself as a student in the BASW Program at the University of Pittsburgh. Request an appointment for an interview for field placement. Your field advisor has already spoken to the agency field representative and forwarded your résumé.

3. When you call for the appointment, be sure to ask for directions and the exact location of the office and person you are to interview with. If you are driving to the interview, ask where parking is available or what bus to take. Try to find out about the agency beforehand. You can request a brochure or descriptive information from the agency or look for a website. Ask if a tour of the site or program can be arranged following your interview.

4. Be punctual for the appointment. If you need to cancel or have car trouble or are sick, call immediately. Ask for the person with whom you had the scheduled interview. Let that person know why you can’t keep the appointment as scheduled.

5. At the interview, dress appropriately. Your first impression as well as their first impression is important. Be prepared to talk about yourself, your interests, and why you want to be a social worker. Be prepared to ask questions about the agency. Try to find out what activities or assignments you would have as a student. Ask to see where you would be stationed. Ask if you can meet or talk with other students who are or have been placed at the agency.

6. Please remember to complete and to return the Student Confirmation Form as soon as possible after your interview. Let us know immediately if you do not think the placement “fits” for you. Remember this is a learning process. We need to identify how it doesn’t “fit” and work from that point.

7. The final arrangements will be officially confirmed in writing by the Director of Field Education in July provided the confirmation forms have been received; however you can and should ask whether you will be accepted by the proposed field instructor following your interview.

11/2011
QUESTIONS FOR STUDENTS TO CONSIDER FOR THE FIELD PLACEMENT INTERVIEW

Reviewing these questions will help you to prepare for the interview with your proposed field instructor or agency training director. You will begin to think about the specifics of actual placement. Do not take and read the questions from this list during your interview. However, you may want to write yourself a few basic notes that you can use in discussion.

The interviewer may also have questions to ask you as was mentioned in the section, "Assignment of Field Placement" in the Student Handbook.

- What is the mission of the agency?
- Through which programs and activities does the agency carry out its mission?
- What are the general characteristics of the clients, consumers, and communities served by the agency or organization?
- Does the agency or organization espouse a particular philosophy or theoretical approach to intervention?
- What are the social work roles within the agency or organization?
- In what programs within the agency or organization might a student be assigned?
- What are learning tasks that a student might be assigned?
- What skills will a student be able to develop?
- What training (in-service, workshops, conferences) is available to students?
- Is there a particular style of supervision practiced at the agency or organization?
- How does supervision occur?
- What opportunities exist for collaboration with other staff and professionals?
• Will there be other students?
• What knowledge and skills is a student expected to bring?
• How much independence and initiative is a student expected to demonstrate?
• Where is the work area for students?
• What are the hours of operation of the agency or organization?
• What hours are students expected to be in placement?
• Is parking available? Is there a cost?
• Is a car or travel required for field placement? Who is responsible for the automobile insurance?
• Is travel mileage for home visits reimbursed by the agency?
• Will clients / residents need to be transported?
• Does the agency provide automobile accident insurance coverage when the student does home visits or transports clients?
• Are there personal safety issues related to the work of the agency or to the location of the field placement?
• Will students be expected to carry beepers?
• Are meals available at a reduced cost for students?
• Is there a dress code?
• Is medical screening required prior to the actual start of the field placement? Is it provided by the organization? Are there specific medical tests required?
• Is Act 33 or Act 34 Clearance needed? Will the organization assist in obtaining these clearances?
• Does the agency have any requirements related to HIPAA? Does the organization provide training or will it have to be completed prior to beginning the field placement?
UNIVERSITY OF PITTSBURGH - SCHOOL OF SOCIAL WORK - FIELD EDUCATION

BASW FIELD INSTRUCTOR FIELD PLACEMENT INTERVIEW RESPONSE CONFIRMATION FORM

Both the confirmation form from the student and from the field instructor must be received for a field placement to be confirmed. A confirmation letter will be issued at that time.

Please identify the field advisor who referred student:  
- Amy DeGurian  aad62@pitt.edu
- Micki McDonough  kemst34@pitt.edu
- Deborah Robinson  drc16@pitt.edu

TO BE COMPLETED BY THE FIELD INSTRUCTOR

(Contact information must be completed even if you have previously submitted an Application for Field Instructor Faculty Status.)

<table>
<thead>
<tr>
<th>Instructor's Last Name:</th>
<th>First:</th>
<th>Middle:</th>
<th>Dr.</th>
<th>Miss</th>
<th>Ms.</th>
<th>Mr.</th>
<th>Mrs.</th>
</tr>
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<tr>
<th>Degree Credentials:</th>
<th>Field Instructor Phone:</th>
<th>Field Instructor Email:</th>
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<tr>
<th>Organization/Agency:</th>
<th>Department:</th>
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<tr>
<th>Organization/Agency Mailing Address (Street/Building/Floor/Suite):</th>
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<tr>
<th>City/State/Zip:</th>
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Have you previously been a field instructor for the School of Social Work?  
- Yes  
- No

Is this student an employee here?  
- Yes  
- No

If yes, please complete the following:

<table>
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<tr>
<th>Occupation/Title</th>
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</table>

Student placement location (if different from above information):

PLEASE COMPLETE ALL THAT APPLY:

<table>
<thead>
<tr>
<th>I have interviewed (Student’s Name):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>I will accept this student for field placement:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Field Placement will begin:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Task Supervisor (If applicable):</th>
<th>Task supervisor has interviewed this student:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Task Supervisor Phone Number:</th>
<th>Task Supervisor Email Address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>A stipend has been offered:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>If stipend offered, what is the amount/terms:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>I wish to discuss the interview further. Please call me at:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>I have interviewed this student and I am unable to accept this student for field placement for the following reason(s):</th>
</tr>
</thead>
</table>

Additional comments (if any.)

Note: When sent electronically, a digital signature is acceptable.

Field Instructor Signature:  Date:

TO BE COMPLETED BY THE FIELD ADVISOR

Comments, if any:

Field Advisor Signature:  Date:

Completed application can be faxed to: 412-624-2977, or emailed to the Field Advisor named above.
Both the confirmation form from the student and from the field instructor must be received for a field placement to be confirmed. A confirmation letter will be issued at that time.

### Please identify the field advisor who referred student:
- [ ] Amy DeGurian  aad62@pitt.edu
- [ ] Micki McDonough  kemst34@pitt.edu
- [ ] Deborah Robinson  drc16@pitt.edu

### TO BE COMPLETED BY THE STUDENT

<table>
<thead>
<tr>
<th>Student’s Last name:</th>
<th>First</th>
<th>Middle:</th>
<th>Miss</th>
<th>Mrs.</th>
<th>Ms.</th>
<th>Mr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Phone no.:</td>
<td></td>
<td>Cell Phone:</td>
<td>(     )</td>
<td>(     )</td>
<td>Work phone:</td>
<td>(     )</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>City:</td>
<td>State:</td>
<td>ZIP Code:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pitt Email Address:</td>
<td>Alternate Email Address:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PLEASE COMPLETE ALL THAT APPLY:**

- I understand that malpractice insurance is automatically billed to my student account. [ ] Yes [ ] No
- I have interviewed with [ ] (field instructor and/or task supervisor name) at [ ] (Agency/Organization) and will accept this agency and field instructor for a field placement. [ ] Yes [ ] No
- I have interviewed with [ ] (field instructor and/or task supervisor name) at [ ] (Agency/Organization) and I wish to discuss the interview further. Please call me at: [ ] Yes [ ] No
- A stipend has been offered to me in the amount of $ [ ] Yes [ ] No
- I am also employed at this agency [ ] Yes [ ] No
- I have interviewed with [ ] (field instructor and/or task supervisor name) at [ ] (Agency/Organization) and I am unable to accept this agency and field instructor for a field placement for the following reason(s):

  Additional comments, if any:

**Note:** When sent electronically, a digital signature is acceptable.

| Student Signature | Date: |

### TO BE COMPLETED BY THE FIELD ADVISOR

Comments, if any:

- [ ] BASW - Full-Time
- [ ] BASW - Part-Time
- [ ] Fall 2013
- [ ] Spring 2014
- [ ] CWEB
- [ ] HPPAE
- [ ] Service Coordination/Case Management

| Field Advisor Signature: | Date |

Information entered into database (Date): Confirmation letter sent (Date): [ ] Yes [ ] No [ ]

Completed application should be faxed to: 412-624-2977, or emailed to the Field Advisor named above.

Revised: 11/27/2012
PROFESSIONAL PERFORMANCE – THE PITT PROMISE
The University of Pittsburgh is committed to the advancement of learning and service to society. This is best accomplished in an atmosphere of mutual respect and civility, self-restraint, concern for others, and academic integrity. By choosing to join this community, I accept the obligation to live by these common values and commit myself to the following principles:
As a Pitt Student:
• I will embrace the concept of a civil community which abhors violence, theft and exploitation of others;
• I will commit myself to the pursuit of knowledge with personal integrity and academic honesty;
• I will respect the sanctity of the learning environment and avoid disruptive and deceitful behavior toward other members of the campus community;
• I will support a culture of diversity by respecting the rights of those who differ from myself;
• I will contribute to the development of a caring community where compassion for others and freedom of thought and expression are valued;
• I will honor, challenge and contribute to the scholarly heritage left by those who preceded me and work to leave this a better place for those who follow.

By endorsing these common principles, I accept a moral obligation to behave in ways that contribute to a civil campus environment and resolve to support this behavior in others. This commitment to civility is my promise to the University of Pittsburgh and its community of scholars.

PROFESSIONAL PERFORMANCE EXPECTATIONS REGARDING FIELD EDUCATION
In order to meet its responsibilities to provide quality professional education and to ensure that its graduates are able to function in a broad variety of professional situations, the University of Pittsburgh School of Social Work evaluates the professional performance of its students in field education. Meeting the criteria for academic achievement is necessary but not sufficient to ensure continued enrollment in field education and in a program. Students must also meet professional behavior standards.

Becoming a competent social worker is a complex process that begins upon entrance into the School of Social Work. Students will need to meet the standards for social work education and practice described within this document in order to maintain participation in the University of Pittsburgh’s field education program and to meet their obligations to the people for whom they have a professional responsibility (NASW Code of Ethics- See Appendix A). The following describes the performance and ethical standards which students at the University of Pittsburgh School of Social Work are expected to meet in field education at a level appropriate to their program. Adherence to these standards is part of the evaluations made by field instructors (see field learning plans), field liaisons and advisors, and other School representatives who come in contact with students. Students who do not effectively meet these standards undergo an academic review and may not be permitted to continue in their field placement nor graduate from the program.

Prior to beginning their field placement: All students are responsible for making themselves familiar with the Code of Ethics written by our professional organization, the National Association of Social Workers (NASW) See Appendix A). All behavior in the field setting involving clients and staff must meet the standards detailed in the Code. In order to comply with the NASW Code of Ethics, students in the field agencies must identify themselves to clients as being in training for a specific period of time. Students should not misrepresent themselves as a graduate of the program either orally or in writing until they have graduated. (See STUDENT RESPONSIBILITIES AND RIGHTS IN THE FIELD PLACEMENT and IMPORTANT MESSAGES: FIELD EDUCATION in the MSW PROGRAM-Handouts A and B).

OFFICE OF FIELD EDUCATION – STUDENT HANDBOOK 12
PROFESSIONAL BEHAVIOR
Upon entrance into the program and into field education, the student is expected to commit to learning what is required for professional behavior which includes but is not limited to:

1) Honoring duties and responsibilities

2) Respecting clients/community members, research participants, other professionals, faculty, colleagues, and fellow students and being able to work effectively with others regardless of level of authority.

3) Being on-time and dependable, prioritizing responsibilities, attending field seminar sessions, field orientations, and completing assignments on time in school and in the field placement and seminars.

4) Understanding and maintaining confidentiality with regard to clients/community members, s/he is expected to demonstrate professional behavior in all aspects of social work practice.

5) Maintaining high levels of achievement in both: (1) academic performance in courses and in field placement, and (2) professional comportment in relationships with faculty, staff, peers, clients and field practicum personnel.

6) Evaluations of students’ academic performance in courses and in the field are based on criteria stated in course syllabi, the field learning plans and evaluations, and in the Student Field Education Handbook.

7) Adhering to the SSW Academic Integrity Code. Academic dishonesty is regarded as serious ethical misconduct that may affect the student’s continuation in field education and in the program. Students may not present the work of anyone else as their own achievement. Students may not submit a written assignment prepared for one course as original work for another course.

8) Work prepared for one course must be clearly cited if included in an assignment for another course.

9) Social work students are expected to conduct themselves according to the National Association of Social Workers (NASW, 2008 Revised) Code of Ethics (Appendix A)

Violations of this code may also be reason for disciplinary action and possible dismissal from the School under the SSW Academic Integrity Guidelines or other designated process, such as the University’s Student Code of Conduct. Some further examples of violations include but are not limited to:

a) Behavior judged to be in violation of the current NASW Code of Ethics,

b) Commission of a criminal act as determined by a judicial body, the School, or by the University’s Student Judicial System, that is contrary to professional practice, occurring during the course of study or occurring prior to admission to the School of Social Work and becoming known after admission (See student agreement form).

c) Consistent pattern of unprofessional behavior

d) Failure to meet any of the Standards for Social Work Education: School of Social Work Criteria for Evaluation of Academic Performance (See MSW and BASW Student Handbooks).

e) Conduct that is potentially dangerous to current or future clients.

f) Unprofessional behaviors as covered by the NASW Code of Ethics.

g) Sexual harassment see Student Field Handbook Section 1.12 University of Pittsburgh Policies Relating to Field Education.

h) Sexual interaction with clients see Student Field Handbook Section 1.12 University of Pittsburgh Policies Relating to Field Education.

i) Physical threats and actions directed at clients, students, faculty or staff. Acceptance of gifts or money from clients that are not standard payment for services received.

j) Use of computer hardware, software, network access, information and data provided for personal or non-agency business related purposes.

Social work students are expected to act in accordance with professional social work ethics and values. Students should demonstrate tolerance and respect for human diversity.

Social work students are also expected to strive to attain the NASW Standards outlined in Cultural Competence in Social Work Practice (Appendix B).
PROFESSIONAL COMMITMENT

Upon entrance into the program and field education, the student is expected to be committed to learning about the values and ethics of the social work profession. As the student progresses in the program, s/he is expected to demonstrate a strong commitment to the goals of social work and to the ethical standards of the profession. The student must be committed to the essential values and ethics of social work which include respect for the dignity and worth of every individual and his/her right to a just share in society’s resources (see NASW Code of Ethics in Appendix A). In addition to a commitment to the values and ethics of the profession, the student must also exhibit:

a) The ability to deal with current life stressors through the use of appropriate coping mechanisms. Handles stress effectively by using appropriate self-care and developing supportive relationships with colleagues, peers, and others. Uses sound judgment. Seeks and effectively uses help for medical or emotional problems that interfere with scholastic and professional performance. Engages in counseling or seeks out support and help if personal problems, psychosocial distress, substance abuse, or mental health difficulties do any of the following:

- negatively impact academic and other performance,
- interfere with professional judgment and behavior, or
- jeopardize the best interests of those to whom the social work student has a professional responsibility to serving.

b) The knowledge of how one’s values, attitudes, beliefs, emotions and past experiences affect thinking, behavior and relationships.

c) Exhibits abilities to attend and participate in class and field placement, with or without accommodations.

d) The ability to accurately assess one’s own strengths, limitations, and suitability for professional practice. Shows awareness of self and how one is perceived by others. Reflects on one’s own limitations as they relate to professional capacities. Is willing to examine and change behavior when it interferes in working with clients and other professionals.

OFFICE OF DISABILITY RESOURCES AND SERVICES

The Office of Disability Resources and Services (DRS) provides a broad range of support services and resources base to assist students with disabilities such as visual impairment, auditory impairment, mobility impairment and hidden disabilities (learning disabilities, ADHD, psychological disabilities). Services include, but are not limited to: tape recorded textbooks, sign language interpreters, adaptive computer technology, Braille copy, non-standard exam arrangements and personal counseling. DRS can also assist students with accessible on campus housing and transportation. Students interested in registering for services should contact DRS to schedule an appointment with the Coordinator and be prepared, if requested, to provide appropriate documentation of their disability. The office is located in 216 William Pitt Union. For more information, call (412) 648-7890 or check out their website: www.drs.pitt.edu.

No otherwise qualified student shall, on the basis of disability, be subjected to discrimination or excluded from participation in the School of Social Work. A student with a disability may be protected by the Americans with Disabilities Act (ADA) and be eligible for a reasonable accommodation that will provide an equal opportunity to meet the academic criteria related to professional behavior and scholastic performance. Any otherwise qualified student with a protected disability who requests a reasonable accommodation must notify the Office of Disability Services and provide documentation as needed. The Office of Disability Services makes recommendations for accommodations. The School of Social Work will review academic performance criteria in light of individual student circumstances to explore issues of appropriateness and accommodation. An initial assessment, subsequent plan, use of outside experts (including the Office of Disability Services), and periodic checks between the School of Social Work and the student are appropriate. If required, reasonable accommodation will be determined by the office of Disability Services (See section on Office of Disability Resources and Services in the Student Handbook for clarification.)
SOCIAL NETWORKING
As technology advances, the School will continually update internal guidelines and policies with regard to the professional use of technology in practice. While social networking tools obviously present many useful and fun opportunities, the features that enable these benefits also present potentially serious challenges. The guideline presented below attempt to address these challenges. While we are reviewing these policies please remember it is crucial to maintain professional behavior, ethical standards, confidentiality and clinical boundaries with regard to your field placement agency and clients.
A few guidelines to remember:
1. Review and follow any agency guidelines and policies regarding the use of technology in practice. It would be useful to initiate a conversation with your field instructor about the potential impact of social networking on agency clients and the work of the agency.

2. Do not refer to an agency, client or client situation on any Facebook, My Space, Twitter, Blog or other internet site no matter how many security settings you have invoked.

3. If field communication will be required as part of the internship experience, agencies are strongly encouraged to provide a cell phone to the student. Students should not be expected to give a current or former client their personal contact information including email and personal cell phone number.

4. Do not ask or accept a current or former client as a friend on Facebook, Twitter or any other social networking site.

5. Remember that social networking sites are public domains and your information can be accessed by anyone, including clients, and never goes away.

Please address any questions to your field advisor. For further information please consult the University’s Code of Conduct at: http://catalog.proemags.com/publication/8537e2fd#/8537e2fd/1
. Academic Performance is further addressed in the MSW STUDENT HANDBOOK pages 69-87.

You may also view these on-line as they have been added to the Handbooks-


MSW http://www.socialwork.pitt.edu/downloads/MSW%20FIELD%20HANDBOOK.pdf
STUDENT RESPONSIBILITIES AND RIGHTS IN THE FIELD PLACEMENT

The primary educational responsibilities for the student in field placement include:

1. Active participation in the learning process,
2. An open attitude towards learning,
3. Performance of all activities in consonance with social work values.

In addition, students are more specifically expected to:

1. Take the field learning plan to the field instructor and assist the field instructor in formulating learning tasks that will satisfy the learning objectives which are reflected in the Field Learning Plan;
2. Systematically pursue each learning objective through the tasks identified with achieving that objective; become increasingly skillful in delivering services to clients or completing administrative or organizing assignments;
3. Follow the practices and policies of the agency or organization seeking to make improvements through recognized organizational mechanisms;
4. Develop professional self-reflective skills through the review of field placement experiences with the field instructor;
5. Demonstrate responsibility and professionalism by completing all agreed upon tasks.
6. Perform in a manner consistent with the NASW Code of Ethics and standards of professional practice;
7. Assure that the completed field learning plan, the student field evaluation, and the evaluation of the field experience are received on time by the instructor for the Practicum Seminar and Lab.

Students also have rights in field placement. These rights include the:

1. Right to a field instruction assignment that meets the requirements of the student’s educational program.
2. Right to meet the field instructor prior to confirming the assigned field placement.
3. Right to expect that no task that violates the ethics and values of the profession will be assigned.
4. Right to due process if a problem arises related to the student’s performance or behavior in the field. The field advisor is responsible for guiding the problem-solving activities.
5. Right to participate in, to see, and to have a copy of her/his field evaluation. The student also has the right to expect that the field instructor discuss the evaluation with her/him. When substantial differences exist in an evaluation between student and field instructor, the student may submit a written statement of explanation and request that it be attached to the evaluation.
BASW Students

IMPORTANT WEBSITES


School of Social Work Field Education Website- available at www.socialwork.pitt.edu/academic-programs/field-education


On-Line Agency Link http://www.fieldedlink.pitt.edu


NASW membership information- available at http://www.socialworkers.org/join.asp

Clearances- available at http://www.socialwork.pitt.edu/academic-programs/field-education/resources.php


HIPAA Researchers Privacy Requirements Module- available at https://cme.hs.pitt.edu/servlet/IteachControllerServlet?actiontotake=loadmodule&moduleid=1662

HIPPA Security Role Training Module- available at https://cme.hs.pitt.edu/servlet/IteachControllerServlet?actiontotake=loadmodule&moduleid=1743


Revised 8/1/2012