



SOCIAL WORK PROGRAM

Sites: Minot, Bismarck, Fargo

SWK 490: Field Education Information & Application

Revised Spring 2019

Minot State BSW Field Education Information & Application

Future Field Education Students,

In this Field Education Information & Application Packet, you will find information about Field Education. The Field Application worksheets begin after this information section. Please read all information and complete all worksheets in this packet. You are responsible to know its contents and to complete the worksheets with all required, accurate information. Your Field Education placement is your first professional job. Treat this process as such.

Field Education Information

1. How is Field Education structured?

While you are in Field Education, you will work Monday through Thursday during your agency's regular hours, which may include evenings (some agencies may also require weekend hours). On Friday mornings you are required to attend *SWK 491: Senior Seminar*.

2. Can I work another job when I am in Field Education?

It is strongly encouraged that students **not** be employed while they are in Field Education since the internship experience can be very demanding. If you must work during Field Education, you must get approval from the Field Director (Minot, Bismarck) or Field Coordinator (Fargo), depending on your location. Your academic responsibility and work responsibility to the field agency is the Social Work Program's number one priority.

3. I would like to be done early, so is it OK if I do lots of hours early I can be done before the end of the semester?

Students are required to be in the Field Education agency during the entire 15-16 weeks of the semester. **It is NOT acceptable to complete extra hours during the early weeks of the semester or before the semester begins in order to be done prior to the end of the semester.** Agencies need students to be available, and clients deserve a longer-term relationship with the professional-in-training. Due to liability issues, students may not begin or end their field hours outside the timeframe of the semester.

4. How many hours is Field Education, and do my class hours count?

Field Education is 465 hours in the agency. Class hours do not count toward field experience.

5. Can I do my Field Education in towns other than Minot, Bismarck, and Fargo?

This will need to be approved by the Field Director (Minot, Bismarck), Rebecca Daigneault, or Field Coordinator (Fargo), Trude Hendrickson, depending on your location. Students considering an out-of-town

placement are reminded that they are responsible for living and travel expenses and are obligated to return to their site for *SWK 491: Senior Seminar* or to plan to take the class via IVN/Pexip if available.

6. Can I do my Field Education in the agency in which I am currently working?

Within the context of your current employment, a *different* work experience (than your current job) and different supervisor is required and must be approved by the Field Director (Minot, Bismarck) or Field Coordinator (Fargo), depending on your site location.

7. How do I know what agencies I can consider for Field Education placement?

A list of current field placement options is available from the Field Director (Minot, Bismarck sites) or SWK Community Blackboard site for the Fargo site. Students can request other options for placement, but these must be discussed with and approved by the Field Director and/or Field Coordinator. The following rules apply to all agencies:

- a. Out-of-town placement agencies and Field Instructors must meet the same criteria as those in Minot, Bismarck, or Fargo.
- b. The agency must offer a program of services to people which reflect the general purposes of the social work profession.
- c. The agency must demonstrate professional standards of practice.
- d. The agency must be interested in cooperating with the MSU Social Work Program in a joint educational venture and be willing to make appropriate agency personnel and resources available to students (including a Field Instructor who is a degreed, and preferably licensed, social worker).
- e. The agency must provide a variety of experiences and opportunities to work with client systems of different sizes and at various levels of intervention which will enable the student to achieve the essential programmatic outcomes for the Bachelor of Social Work degree at Minot State University.
- f. The agency must be willing to allow the student the opportunity to carry out social work tasks independently and under appropriate supervision so that CSWE competency-related behaviors can be effectively evaluated.
- g. Field Instructors, preferably, are licensed social workers with a BSW or MSW degree with two years post-degree social work experience (if a licensed social worker is not available as a Field Instructor, discuss your options with the Field Director or Field Coordinator, depending on your site).

8. I have a legal problem in my background. Will this keep me out of Field, or will I have problems getting a placement? Should I share this information?

The Social Work Program requires you to complete documentation for a National/Federal background check and a North Dakota Child Abuse and Neglect background check before you begin your Field Education. Having something on your record does not prohibit you from doing your Field Education but it may affect which agencies are willing to interview you since some agencies have specific policies related to a person's background. Many agencies, however, have no specific prohibition. They will want to know that you have taken steps to address the problem if it appears there was one (such as treatment for chemical dependency). You can be refused field placement, however, if the offense is deemed significant or might cause harm to clients, so be sure to discuss this with the Field Director (Minot/Bismarck sites) or Field Coordinator (Fargo site).

When you apply for licensure, the North Dakota Board of Social Work Examiners will do a much more complete background check and will require court papers regarding any charges. It is much better to begin the process of gathering those papers now so that your licensure is not delayed. It is the student's responsibility to check with the appropriate licensing boards to determine if any past offenses will prohibit them from obtaining licensure.

9. Are there any other steps that agencies require before I start Field Education?

Depending upon the agency where you do your Field Education, you may need to provide documentation as to dates, places, and times of various immunizations or be tested for tuberculosis. Some agencies that serve children run more comprehensive background checks before a student can be placed.

10. Can I take other classes when I am in Field Education?

The schedule while you are in Field Education is very demanding, with Senior Seminar on Fridays. It is not recommended that you take any classes during your internship semester (although this may be discussed and approved with the Field Director or Field Coordinator, and your Field Instructor).

If you have completely read the Field Education Information above and are ready to proceed, fill out worksheets 1-6 of the Field Education Application (below). Be sure all forms are typed, free of typos, and free of grammatical and formatting errors. Turn in all worksheets to the Field Director (Minot, Bismarck sites) rebecca.daigneault@minotstateu.edu or Field Coordinator (Fargo site) trude.hendrickson@minotstateu.edu by the deadline and make sure each worksheet is on a separate page.



FIELD EDUCATION APPLICATION

Complete worksheets 1-7 below and submit them to the Field Director (Minot, Bismarck students) or to the Field Coordinator (Fargo students) by the deadline posted. For Minot/Bismarck students, submit completed applications in-person or by email to Rebecca.daigneault@minotstateu.edu; For Fargo students, submit via email to trude.hendrickson@minotstateu.edu

Revised Spring 2019

Minot State BSW Field Application

WORKSHEET #1

Name:

Student ID #:

PLEASE VERIFY AND CHECK THE FOLLOWING:

____ By graduation, I will have earned the minimum of credits required for a degree from Minot State University	____ I will have taken all Minot State required social work courses by graduation
____ I currently have a cumulative GPA of 2.00 or above	____ I have a current Social Work course GPA of 2.5 or above (See how to calculate below)
____ I have earned a grade of C or better in all required Social Work courses taken so far	____ I have received a D or better in the liberal arts and general education courses (that I have taken so far) required for the social work degree

1. To calculate your current social work course GPA:

A = 4 points

Example:

B = 3 points

Bio. 111+lab 4 CR x A (4 points) = **16**

C = 2 points

English 120 3 CR x B (3 points) = **9**

D = 1 points

Comm 110 3 CR x A (4 points) = **12**

F = 0 points

Total **37**

37 points divided by 10 credits =

3.7 GPA

2. Print unofficial transcripts and include them with this application. With a highlighter, highlight all courses on your transcripts from worksheet #2 below from the Social Work and other Support Courses boxes, including substituted courses. It is your responsibility to demonstrate that you have taken all required social work and support courses needed prior to field. Any falsification of documents will result in immediate dismissal from the Program.

3. Disability Accommodations: If you have a disability and desire a disability related accommodation(s) for a field internship experience, you should contact the Field Director or Field Coordinator and discuss the accommodation(s) you require. You will also need to contact Minot State University's Access Services office https://www.minotstateu.edu/access_services/ to establish eligibility for the requested accommodation(s). Once the need for an accommodation(s) has been established, you and Access Services will work with potential field agencies regarding implementation of the accommodations. Should a disability be reported after internship, there is the potential that the internship could be discontinued pending the necessary investigation of the agency's ability to provide adequate accommodation.

Minot State BSW Field Application-Minot/Bismarck students

WORKSHEET #2

Use 'CE' for currently enrolled

Student Name:

Student ID#:

Required General Education 39-42 SH (2.0 min GPA)	Sem/ Year	Gr	Required Foundation 45 SH (2.5 min GPA)	Sem/ Year	Gr	Required Support Courses 30 SH (2.0 min GPA)	Sem/ Year	Gr
*Eng 110 (CCS5)			*SWK 250			HMS 203, Psy 252, 255, 352, or 379 (CCS1-252, CCS3-352) (IP1-252, 352, 379)		
*Eng 120 (CCS2)			*SWK 256			Psy 270 (PSR3)		
Comm 110			SWK 330			MHA 344 (PRS1/IP1)		
			SWK 331					
Univ 110 (2SH) if applicable			SWK 340			Psy 241 or Math 210 (CCS4)		
Hist 103, 104, 211, or 212 (CCS1, IP1-211, 212)			SWK 401 OR 402			Psy 242, Soc 278 or SWK 442 (CCS4- 242, 278)		
Humanities (6 SH) Phil 101, 102, 210 (PSR1-101)			<u>Program Admission</u> SWK 335			<u>Select 2 of the following:</u> Comm 413, GS 225, Geo 161, 261, 360, 380, Hist 261, Soc 255, 269, 275, 280, 361, 363, 374, 375 451, SS 283, SPED 101, SPED 110		
Humanities			SWK 426 (CCS6)			One:		
<u>Math (4SH)</u> Math 210 OR Psy 241 (CCS4-104, 210, Psy 241)			SWK 427 (PSR2)			Two:		
<u>Science (8SH)</u> *Bio 111 (4SH)			SWK elective (401, 402, 428, or 430)			<u>Electives (any course, 11 credits)</u>		
Other Lab Science (4SH)			<u>Field Admission</u> SWK 490- Internship (12SH), (IP2)					
<u>Social Science</u> *Soc 110			SWK 491 (3 SH)			<u>Gen Ed requirements complete:</u> Having an A.A. or A.S. fulfills the Gen Ed requirement	Yes	No
*Psy 111 (PSR2)								
*Econ 201 or 202 (CCS1- 202)			Minors/ Concentrations- check that department's requirements			120 total credits required to graduate; 30 credits must be taken from MSU		
*POLS 115								

* courses with an asterisk are prerequisites for admission to the Social Work program

Minot State BSW Field Application-Fargo students

WORKSHEET #2

Student Name:

Student ID#:

Curriculum Guide:

Fill in information and indicate substituted courses in Course Substitution table

Use “CE” for Currently Enrolled

Dual Degree Support Courses			
Course	SM/YR	CR	GR
HDE 189		1	
HDE 320		1	
Engl. 110		3	
Engl. 120		3	
Comm. 110		3	
Engl. 325, 358, or 459 (circle one)		3	
Phil. 101 or 215 (circle one)		3	
Stats 330		3	
Biol. 111, 126, 150, or 220 & lab (circle one or indicate sub. below)		4	
CSCI 114 or 116 (circle one)		3	
Science elective:		3/4	
Soc. 110		3	
Psych. 111		3	
Econ. 105, 201 or 202 (circle one)		3	
Pol. Sci. 115 or 215		3	
Psych. 212		3	
Psych. 270		3	
Additional Humanities Course:		3	
Additional cultural diversity elective:		3	

SOCIAL WORK			
Courses	SM/YR	CR	GR
Introductory Courses			
SWK 250		3	
SWK 256		3	
Foundation Courses			
SWK 330		3	
SWK 335		3	
SWK Program Admission			
SWK 331		3	
SWK 426		3	
SWK 427		3	
SWK 428		3	
SWK 429		3	
SWK 430		3	

HDFS/Family Science			
Courses	SM/YR	CR	GR
HDFS 135		3	
HDFS 230		3	
HDFS 250		3	
HDFS 353		3	
HDFS 475		3	
HDFS Elective:		3	
HDFS 300/400 elective:		3	
Family Science Option courses:			
Adult Dev. Option Courses:			

Course Substitution Table				
Required Course	Substituted Course	Semester/Year Taken	Credits	Grade

A grade of “C” or higher is required in all HDFS and SWK courses and a Social Work GPA of 2.5 or higher is needed for admission to Field Education.

BSW Field Application WORKSHEET #3

Semester and Year Requesting to begin Field:	
Month/year of admission into the Social Work Program:	

I. Identifying Information

Student's Name		NDUS ID #	
Current Mailing Address		City	
Current E-mail		Permanent email address	
Current Phone #		Permanent Phone #	
Permanent Mailing Address			

II. Work Other Than Field Placement

Do you plan to work at a job <u>other</u> than your field placement during your internship?	Yes:	No:
If you answered yes above: A. Is this job your current employment site? Yes: No: Please indicate the name and address of your current employment site: B. Please indicate the days per week and the number of hours per day you intend to work:		

III. Personal Profile

Your answers to the following questions are helpful in evaluating your readiness for Field Education and you will provide a completed copy of Worksheet 3 to your Field Instructor. Please answer each question thoroughly and thoughtfully.

- 1. Identify your areas of professional strengths in social work knowledge, skills, and values. Where do you think you need further growth?**

- 2. Describe your written communication skills:**

(How did you do on term papers and essay tests? In what areas might you need assistance in Field Education?)

- 3. Describe your verbal communication skills:**

(How you did in class participation, in group meetings, and in presentations. In what ways might you need assistance in Field Education?)

- 4. Describe how you have used supervision in the past (or currently) and what kind of supervision you will be looking for in Field Instruction?**

5. Describe your work habits:

(How do you balance your time for school and personal activities? In what areas will you need assistance in Field Education?)

6. Identify and describe what you want to do with your social work degree following graduation. (e.g., what population do you want to work with? what kind of agency? where? are you interested in getting an MSW--if so, how soon after your BSW? etc.)

Minot State BSW Field Application
Worksheet #4
Child Abuse and Neglect Background Inquiry

Follow this link to fill out the form <https://www.nd.gov/eforms/Doc/sfn00433.pdf>
If the link doesn't work, you can access the form by going to www.nd.gov

- On the left side there will be a button that says "Forms." Click this.
- Next to Department of Human Services click "DHS Internal."
- Click on form 433 (make sure you have the form with the most current year or it will be rejected).

On the worksheet:

1. **Under Part I:** Agency/Organization Information, insert the following information:

For Minot and Bismarck students:

Rebecca Daigneault, Field Director
Minot State University-Social Work Program
500 University Ave West, Memorial Hall 230J
Minot, ND 58707

For Fargo students:

Trude Hendrickson, Field Coordinator
Minot State University-Fargo Social Work Program
NDSU Dept. 2615, P.O. Box 6050
Fargo, ND 58108-6050
Phone # 701-231-5742

2. Fill out **Part II** with your information. **Be sure to fill out the document completely including your middle name. Check all boxes and initial them. Sign and date this form.** Incomplete forms are returned and must be redone.
3. **DO NOT FILL OUT PART III.**

Turn the Child Abuse & Neglect Background Inquiry form in with your Field Education application and the Field Coordinator will send in these forms for all students applying for Field.

I have completed the steps in Worksheet 4:

Student Signature

Date

Minot State BSW Field Application

Worksheet #5

National/Federal Background Check

Fargo students:

Click on this link and follow the directions <https://portal.castlebranch.com/NB49>

Minot/Bismarck students:

Click on this link and follow the directions: <https://portal.castlebranch.com/IJ75>

This will cost you either \$39.00 (Fargo students) or \$49.00 (Minot/Bismarck students) and is a comprehensive Federal, National background check. Once you have completed it online, the Field Coordinator will receive a copy from CastleBranch and can print it out for your file (and your field placement agency at your request).

Everyone needs to have a **FEDERAL, NATIONWIDE** background check completed!

I have completed the steps in Worksheet 5:

Student Signature

Date

Worksheet #6

SOCIAL WORK STUDENT CODE OF CONDUCT

*Social work is a profession whose members are required to adhere to standards advanced by the National Association of Social Workers (NASW). Social work students are expected to also meet standards advanced by the Council on Social Work Education (CSWE). The following behavioral expectations of students are adapted from the **NASW Code of Ethics** and CSWE's accreditation standards for programs of social work education.*

1. The social work student is expected to maintain high standards of personal conduct and act in accordance with the highest standards of integrity.
2. The social work student must not engage in any form of discrimination based on an individual's race, ethnicity, gender, sexual orientation, age, religion, or other personal characteristics, beliefs, status, or conditions.
3. The social work student will uphold and advance the values, ethics, and mission of the profession.
4. The social work student has read and agrees to abide by the NASW Code of Ethics and the Minot State University Student Conduct Policy.
5. The social work student is expected to treat fellow students, faculty, supervisors, and staff with regard for individual worth and dignity, and advanced by mutual participation, acceptance, confidentiality, honesty, and responsible handling of conduct (CSWE 1994: 100).
6. The social work student engaged in service delivery holds as primary his or her responsibility to clients.
7. The social work student must respect the privacy of clients and hold in confidence all information obtained during professional service.
8. The social work student must not participate in, condone, or be associated with dishonesty, fraud, deceit, or misrepresentation.
9. The social work student engaged in study and research must be guided by the conventions of scholarly inquiry.
10. The social work student will continue his or her professional development through regular self-assessment of academic and personal aptitude and performance.
11. The social work student will continue his or her professional development through regular faculty assessment of academic and professional aptitude and performance.
12. The social work student will give his or her faculty advisor permission to discuss the progress in the social work program with the director, dean, other social work faculty members, and field instructors.
13. The social work student must adhere to commitments made to the Minot State University social work program.

Please sign below to show your willingness to abide by this Code:

Signature:

Date:

Minot State BSW Field Application
Worksheet #7
Statement of Understanding and Agreement

I understand that although I may be admitted to Field Education, if my professional development is not deemed satisfactory by the social work faculty (and/or field instructor), the program has the right and responsibility to request reassessment of my suitability for continuation in field education and in the social work program.

I hereby agree to abide by the standards in this document, and I further understand that I must maintain a 2.00 overall GPA, a 2.5 GPA in social work courses, and a grade of "C" or better in all required social work courses to remain in the program.

I have reviewed this document and attest to my continued commitment to the standards of the NASW Code of Ethics and the Minot State University Social Work Program Student Admissions Contract and Code of Conduct.

Student Signature

Date

Adapted from material from the social work programs at Ball State University in Indiana and East Tennessee State University, & CSWE Curriculum Policy Statements.

I attest that all Worksheets I have completed are accurate and true to the best of my knowledge.

Student's Signature		Date	
----------------------------	--	-------------	--

Please return the original worksheets 1-8, along with your transcripts, to:

Rebecca Daigneault, Field Director (Minot, Bismarck sites)
Minot State University-Social Work Program
Memorial 230J
500 University Ave West
Minot, ND 58707
Office: 701-858-3510

Trude Hendrickson, Field Coordinator (Fargo site)
Minot State University-Fargo Social Work Program
NDSU Dept. 2615, P.O. Box 6050
Fargo, ND 58108-6050
Office: 701-231-5742

This space for Social Work Program use only:

Completed by:

Date:

Proceed to field:

Issues which need to be addressed: