



---

**Student Name**

**Internship Tasks will involve: (Choose all that apply)**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Administration/Planning      | <input type="checkbox"/> Advocacy                                      | <input type="checkbox"/> Child Welfare       |
| <input type="checkbox"/> Criminal Justice/Corrections | <input type="checkbox"/> Disabilities                                  | <input type="checkbox"/> Family Services     |
| <input type="checkbox"/> Gay/Lesbian Population       | <input type="checkbox"/> Gerontology/Aging                             | <input type="checkbox"/> Health/Medical      |
| <input type="checkbox"/> HIV/AIDS Population          | <input type="checkbox"/> Homeless Population                           | <input type="checkbox"/> Hospice/Bereavement |
| <input type="checkbox"/> International/Global         | <input type="checkbox"/> Occupational/ Industrial                      | <input type="checkbox"/> Mental Health       |
| <input type="checkbox"/> Public Welfare/Assistance    | <input type="checkbox"/> School Social Work                            |  |
| <input type="checkbox"/> Substance Abuse/Addictions   | <input type="checkbox"/> Women's Issues/Family Violence/Sexual Assault |  |
| <input type="checkbox"/> Other (please specify) _____ |  |  |

.....

**Previous Experience**

Reviewing your experience in the field of social work is essential to ensure your field placement will provide new social work learning experiences. **Please attach a resume to this application.**

How many years of previous, paid social work or social service experience? \_\_\_\_\_ years

Have you worked within a social service organization serving a similar population as the placement you plan to complete this academic year?  Yes  No

List areas of social work in which you have worked:

\_\_\_\_\_

.....

**Schedule Commitment for Field Placement**

Below please provide your plan for participating in your field placement. The plan should encompass your ability to secure 225 or 300 field hours each semester (on average 15 – 20 field hours weekly).

Mon: _____	Thurs: _____
Tues: _____	Fri: _____
Wed: _____	Sat: _____ Sun: _____

02/10 \_\_\_\_\_ Total weekly Field Hours \_\_\_\_\_ Schedule To Be Determined

My Field Instructor has agreed to my planned schedule.

\_\_\_\_\_  
**Student Name**

.....  
**SPECIAL ISSUES OR CONCERNS- REQUIRED**

Have you (student) ever been convicted of a felony? If so, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
Have you (student) ever been convicted of a misdemeanor involving domestic violence or the maltreatment of a child or an elderly person? If so, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
List any languages (other than English) that you (student) speak **fluently**:

\_\_\_\_\_  
Does this placement involve any **conflict of interest** for the student or supervisor? (e.g. student received services as client of agency/supervisor, student's family member employed at agency/school):

\_\_\_\_\_  
\_\_\_\_\_  
Are there any special skills that you (student) can offer to your field experience? If so please list.

\_\_\_\_\_  
\_\_\_\_\_  
If you have any issues or concerns that may have a direct impact on your field placement, please contact the Director of Field Instruction immediately 630-844-5423. These issues include but are not limited to issues such as substance abuse recovery, and mental health concerns. Providing this information will assist the Director of Field Instructor in assisting you in finding a placement that you find comfortable. Information provided will be treated confidentially.

.....  
**Field Interview Specifics**

**Please indicate which areas were discussed during your interview with chosen field placement.**

**Weekly- 1 hour individual supervision will be provided by MSW at placement.**

Must you have a criminal background check?  Who is responsible for securing this check?

Must you provide medical information?  Must you provide proof of auto liability insurance?

Will you be responsible for transporting clients?  Must you have specialized training?

Who is responsible for providing?  Is there a cost?  Who will pay?

Is training provided for personal safety issues, such as home visits, dealing with hostile clients, etc.?

Expectations about dress code were reviewed.  required paperwork reviewed.

.....

## MINIMUM STUDENT RESPONSIBILITIES

Please read carefully and indicate awareness of responsibilities with your signature and date.

- \* I understand that the Field Manual is the “textbook” for my field placement. I also understand it is my responsibility to download and be familiar with this manual. This manual is located on Aurora University website.
  
- \* I understand that my field placement is for two consecutive semesters (unless otherwise arranged; Type 73, Summer Block, Early Start). **If there are issues that arise which will effect my continued placement I will contact my Field Liaison or the Director of Field Instruction immediately.**
  
- \* I understand that I must complete a minimum of 225, 250 or 300 (depending on level) field hours at the end of every semester in order to receive credit for each Field course. **I also understand that failure to submit my semester evaluations by the last day of finals will result in receiving no credit for my field experience and having to take the entire field class again, whenever it is offered.** This WILL prolong my academic involvement in school. **(THIS STATEMENT DOES NOT APPLY TO MSW or POST MSW TYPE 73 STUDENTS IN SCHOOL SOCIAL WORK- School Social Work students work within contract made with specific school district and evaluations are completed accordingly.)**
  
- \* If I am a MSW student and my placement is in a school social work setting, the placement will end in late May or early June per the terms of the contract I have signed with the school district. I understand that I will participate in the Aurora University graduation ceremony in May, but my actual graduation date will be in the summer of that year.
  
- \* I understand that I must treat my field placement in a professional manner which will include, notification of absences or being late to my field instructor or agency/school supervisor, dressing in an appropriate manner for my placement, being knowledgeable about agency/school policies, etc.
  
- \* I understand that the field experience must span the entire academic year and may not be completed before the end of the academic year resulting in more than required Field hours being completed.
  
- \* I understand my responsibilities in cooperating with my assigned Field Liaison; this includes phone contacts and attending meetings.
  
- \* I understand that I am **not permitted to terminate the field placement** without notifying my Field Liaison or the Director of Field Instruction.
  
- \* I understand I may not begin my Field Placement hours until I receive a confirmation letter from the Director of Field Instruction.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

MSW Field Instructor Supervisor Signature (required)

\_\_\_\_\_

Date

