

*Manual 1: APPLICATION MATERIALS*

**Social Work 312  
Junior Field Experience**

**APPLICATION  
POLICY AND FORMS**

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Minnesota State University, Mankato**

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October 2008

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## INTRODUCTION

The purpose of this manual is to provide a description, policies, and procedures of SOWK 312 Junior Field Experience, which is required by the Department of Social Work, Minnesota State Mankato. This manual will discuss the roles, responsibilities, and obligations of the student who is enrolling in SOWK 312, the Field Experience coordinator, and the Field Experience agency or site. All parties are strongly encouraged to review each section and to pay particular attention to the section that specifically addresses their participation. Please address any questions to the Field Experience coordinator who may be contacted through the Department of Social Work main office at 507-389-6504.

### **Course Description and Purpose**

SOWK 312, Junior Field Experience, provides an experientially based opportunity for students to learn about a specific social service agency, clients served, agency networks, and roles of the human service worker. The purpose of the field experience at the junior level is to assist students in continuing to define and confirm career goals. Further, it is to build experientially upon the liberal arts base and its integration with the social work curriculum. Finally, this course will increase student awareness of generalist social work practice and appreciate the complexities involved in social service provision. SOWK 312 will enable the student to observe first hand concepts related to groups distinguished by race, ethnicity, culture, class, gender, sexual orientation, religion, physical or mental disability, age, and national origin, populations at risk. Students will also be able to observe the concepts of generalist social work practice, social, and economic justice as presented in social work foundation courses.

### **Place in the Curriculum and Eligibility**

This course is one of five courses that make up the social work foundation required prior to admission to the social work program. Social Work 190, 210, 214, and 305 are the other foundation courses. It is required that students have completed SOWK 190, 210, 214 and **most** 100 and 200 level required general education courses prior to taking this

course. SOWK 305, although no less critical to the foundation, may be taken concurrently or following this course. Students should also have a 2.8 or higher grade point average. Students who minor in social welfare may be eligible to take this course.

This course provides the student the opportunity to observe, analyze, and discuss how what they have been exposed to in the classroom is operationalized in the practice world. This course differs from other community-based courses in that no specific project is required (as in SOWK 214) and direct casework service to clients is not yet appropriate (as in SOWK 418, Social Work Practicum).

Due to its placement in the curricula students should be well advised that this course *is not* a “practice” class, i.e. students will not be providing services, carrying a caseload, or otherwise providing social work services. Tasks that are assigned to student interns by agency personnel must always be supervised and must take into consideration the foundational nature of this course. Legally and ethically, students cannot practice social work at this point in their academic career.

### **Course Objectives**

Upon completion of the Junior Field Experience, students should be able to:

1. Develop learning goals for the field experience. Reflect upon goal accomplishment.
2. Demonstrate an appreciation of the economic, political, social and cultural factors affecting development and delivery of social services in a given setting.
3. Describe the history, mission, and funding sources of the Field Experience agency.
4. Demonstrate an awareness of the needs of groups distinguished by race, ethnicity, culture, class, gender, sexual orientation, religion, physical or mental disability, age, and national origin.
5. Identify agency and community responses designed to serve or empower the aforementioned groups.

6. Develop familiarity with agency resource networks that support the enhancement of client functioning.
7. Identify characteristics of professional generalist practice that distinguishes social work values, knowledge, and skills among the helping professionals that work for or with the agency.
8. Demonstrate an increased awareness of ethical behavior and its impact on social service delivery to populations distinguished by race, ethnicity, culture, class, gender, sexual orientation, religion, physical or mental disability, age, and national origin served in social service agencies.
9. Reflect upon motivations, feelings, and attitudes relating to social work values and practice with a particular vulnerable or disenfranchised client populations.
10. Demonstrate ethical conduct by acting within the requirements and limits of this course while in the social service agency.

These outcomes will be achieved through lectures, experiential activities, discussions based on field experiences, written reports, and journals. Seminar discussions will focus on what interns are learning about social work; similarities and differences in agencies, clients served, resource networks and social work (service) roles.

### **Structure and Time Commitment**

The Junior Field Experience requires a minimum of a 150-hour time commitment, which generally consists of 10 hours a week for one academic semester or 15 hours a week during the summer sessions. Students and host agencies will negotiate specific time schedules for the Field Experience. All students register for five semester credit hours on a Pass/No Credit basis for the 150-hour experience and related course assignments.

### **Payment for Field Experience**

Opportunities occasionally exist that students are offered payment as an employee for their Field Experience. There are significantly different expectations for a student doing a Field Experience from those of an employee meeting the expectations of an employer. During the hours that a student is in Field Experience, they may be paid, but the expectations of the agency must remain those for a student intern. Any hours the student

elects to work *beyond* the Field Experience for payment *must* be negotiated separately from those of the Field Experience.

### **Waiver for Work Experience**

Occasionally there are students who, by virtue of extensive work experience, may seek to waive this course. They are required to submit a letter requesting the waiver and supply documentation indicating what they believe should be considered in making the decision to waive the course. This should be discussed with the student's social work advisor *early* in the student's academic career. Students may be asked to meet with the faculty to discuss this request. Ultimately faculty will make the decision and communicate that directly to the student. Students who are allowed by the faculty to waive this course must make up the five credits with other courses.

### **Credit for Non-Social Work Courses**

Students who have taken courses for credit that require service learning, volunteer, or community service hours may petition the Department of Social Work for those hours to be counted toward the 150-hours required for SOWK 312. No more than 50% of the hours previously accrued will be counted for SOWK 312. The student must provide to the Field Experience coordinator:

- A letter requesting the previously accrued hours be considered for application toward the 150-hour requirement;
- The syllabus explicating the course for which the hours were accrued;
- Documentation of the hours and where they were accrued;
- And examples of any assignments, journals, or papers that were produced as part of that course.

The Field Experience coordinator will review the documentation, may call the instructor listed on the syllabus for clarification, and will make a recommendation to the faculty of the Department of Social Work regarding if, or how many, hours will be accepted and how the student will be required to complete SOWK 312. Ultimately faculty will make the decision and communicate that directly to the student.

### **Student Assignments**

Students will attend a seminar the same semester in which they are completing the hours required for SOWK 312. Forms and guidelines for all written assignments will be found in the Course Assignments Manual that students will purchase at the copy shop. Specific assignments that will be completed during the Field Experience include:

- Attendance at all scheduled meetings for the seminar and attendance at the Field Experience site as scheduled with the agency supervisor.
- Development of a set of learning goals and tasks for completing these goals to be completed within the first 20 hours at the agency.
- Completion of reports addressing specific questions about the agency, its client population, agency networks, and social service roles. Students will also write reflections on what they are learning. Outlines for these reports and reflections are located in the manual.
- A personal evaluation of achievement of the learning goals that were submitted at the beginning of the Field Experience.
- The completion of two Student Self Assessments and a Student Evaluation of the Agency.
- Submission of the Agency Evaluation of Student and Verification of Hours forms, after the agency supervisor has completed them, to the Field Experience coordinator.

### **Seminar**

Seminar sessions are conducted during Fall, Spring, and Summer academic terms while the student is interning in the agency. Seminar discussions and class activities focus on agency functions and structures, client needs and services, agency service networks and social service roles. During the seminars students will be presented with information regarding topics such as social work ethics, boundaries, agency structures, funding mechanisms, working with diverse populations distinguished by race, ethnicity, culture, class, gender, sexual orientation, religion, physical or mental disability, age, and national origin, working with agency networks and communication.

**Student Characteristics and Potential Functions**

While many students have already made firm decisions to pursue a social work degree, others are still exploring their options at the time of their placements. Students should be very interested in learning about the agencies in which they are interning. Junior level students have not yet entered the practice sequence (SOWK 441, Social Work Practice I, SOWK 443, Social Work Practice II, or SOWK 445, Social Work Practice III or SOWK 447 Social Work practice IV) in the social work program, and therefore, do not have the knowledge and skills necessary to function in social work roles within agencies.

With appropriate supervision, interns can become involved in planning, implementing activities, assisting with meeting the needs of clients, and performing various other functions that will assist them with their learning goals. Tasks assigned to student interns by agency personnel must always be supervised and must take into consideration the foundational nature of this course. *Legally and ethically students cannot practice social work at this point in their academic career.* Agencies generally find the students to be assets to their organization, and some students become so committed that they continue to volunteer after their Field Experience is completed.

**Responsibilities of Students,  
Department of Social Work,  
And  
Host Agencies**

## **Responsibilities of Students, Minnesota State Mankato Social Work Department, and Field Agencies.**

A Junior Field Experience requires a mutual commitment by the Field Experience coordinator from the Department of Social Work at Minnesota State Mankato, the intern, and the agency who has agreed to act as a Field Experience site. Each has their unique part to play in creating a safe, educational, and growth-producing experience. Each party is *strongly* encouraged to review the following responsibilities for each member of this commitment and to pay particular attention to those specific to their participation.

## **Student Responsibilities**

In exchange for its commitment to the student intern, agencies should expect the student to be committed to performing well in the Field Experience, to be motivated to learn about and assist the agency, and to take on appropriately supervised tasks that will be mutually beneficial.

Students are expected to:

- Take significant responsibility for arranging the Field Experience as outlined in this manual;
- Commit to their Field Experience placement as they would to a job;
- Keep the agreed hours and complete all assignments;
- Actively engage in the learning experience;
- Be on time and dress appropriately for the Field Experience setting;
- Take initiative for their own learning;
- Ask for guidance and to discuss problems or concerns they may have with their Field Experiences.

### **Caution**

Just as an employee may lose their position through inadequate job performance, so a student may lose a Field Experience opportunity if the student does not abide by the policies and procedures of the agency and the Department of Social Work, or proves unreliable as a volunteer. It is important for students to take this Field Experience very seriously and dedicate themselves to successful completion of the commitment they make to the agency.

### **SW 312 Junior Field Experience Expectations**

Students need to carefully consider when to complete the Junior Field Experience. This is a 5 credit course and necessitates a significant time commitment to:

1. Complete 150 hours of experience in a social service.
2. Attend seminar sessions
3. Complete reports and assignments related to the field experience

Students are expected to start their Field Experience at the beginning of a specific term, intern at the agency 10 hours a week during Fall or Spring semester (15 hours a week during the summer term), and meet in regularly scheduled seminar sessions.

Possible exceptions include:

1. On occasion a student will have an opportunity, or a need to start a placement before the beginning of the term. While students may receive permission to start a placement early, the completion date for hours, assignments and final evaluations remains the same.
2. Due to the needs of a specific agency, a student is requested to work more than 10-15 hours per week.
3. An agency is located more than 100 miles from Mankato and a student is unable to attend seminar sessions. In this case, on-line alternatives such as the use of a chatroom, or discussion can possibly be arranged at the discretion of the course instructor.
4. A student has a documented disability and requests special accommodations. On a case-by-case basis, alternative arrangements can be made, if the student, the agency, and the Field Experience instructor agree upon these arrangements. Alternative arrangements need to be documented and approved by the course instructor before the field experience begins. It is the student's responsibility to arrange a meeting with the course instructor to develop a plan for meeting course requirements in a timely manner. Written documentation explaining agreements made regarding hours, meeting times, due dates etc., need to be provided by the student to the course instructor before the beginning of the course.

### **Determining Eligibility**

Students entering SOWK 312 should have completed Social Work courses 190, 210, and 214, and most 100 and 200 level required non-social work courses. Students should be maintaining a 2.8 or higher GPA. Students who minor in Social Welfare may be eligible to take this course. If you have questions about your eligibility, please discuss this with your advisor or the Field Experience coordinator

### **The Application Process**

Students are strongly encouraged to maintain a file or notebook of ALL paperwork created, submitted, or distributed as part of SOWK 312. This documentation may be critical to resolving any disagreements regarding the Field Experience. It will also be valuable to you as you continue in the social work curriculum, particularly in SOWK 441, Social Work Practice I. See Steps to Establish a Junior Field Experience in the Guidelines and Forms Section of this manual.

### **Student Learning Goals**

Your primary role in this Field Experience is that of ‘student.’ Establishing what you want to learn from this experience is what differentiates it from any other volunteer experience you may have had. As you continue your professional development you will be asked repeatedly to establish professional goals for working within an agency, with clients, or educationally. This is the first opportunity you may have had to make decisions about how a social work course can contribute to your professional development. You are encouraged to think carefully about what you want to accomplish over the next semester and discuss it with your agency supervisor. Students will choose at least 3 learning goals, strategies (activities) to meet these goals, and will write a final report regarding goal achievement. Students will share their Learning Goals with both the professor and the agency supervisor. Agency supervisors can help in identifying strategies for meeting the learning goals. A more thorough description of the format and types of goals are located in the Course Assignment Manual.

### **Addressing Potential Problems**

Hopefully potential placement problems can be avoided through careful initial assessment of the appropriateness of the placement, and availability of supervision.

*Guidelines for dealing with potential problems or issues that might arise include:*

- Discuss problems immediately when they arise -- don't wait for them to get worse. Make every effort to resolve the problem with the person(s) immediately involved by directly speaking with them, speaking to the supervisor, and/or the Field Experience coordinator.

- If the problem is not resolved and the agency supervisor has not been involved, speak with the supervisor.
- The Field Experience coordinator is available to meet with an agency representative and the student to fully explore any issues and potential resolutions.
- As a last option, termination of the placement may be considered.

### **Evaluation**

There are a number of evaluations that are to be completed during and at the conclusion of the 150-hour Field Experience. These evaluations assist the instructor in determining the successful completion of the Field Experience or in determining what remediation needs to occur. The evaluations are also essential to continuing to offer a successful learning environment for students within agencies. The forms are located in the back of Course Assignment Manual (see Evaluation Forms) and it is strongly advised that you review them early in the semester so that you know what you will be evaluating, and the criteria the agency will utilize to evaluate your work. Students will complete:

- *Student Self-Assessment Form*, completed after 75 hours in the agency becomes an opportunity to see your own growth. Students are strongly encouraged to use this as an opportunity to seek specific feedback from the agency supervisor and take corrective action if necessary. Students will submit the Self-Assessment Form to the instructor after approximately 75 hours in the agency. This form will be returned to student to resubmit with final evaluations after 125+ hours.
- *Achievement of Learning Goals Report* provides the student an opportunity to reflect on the completion of learning goals established in the beginning of the placement and to reflect upon personal growth during the Field Experience. Directions for completing this report can be found in the in the Evaluation Forms section of this manual.
- *Student Evaluation of the Agency* is completed by students at the end of their Field Experience. This evaluation is used for academic purposes in assisting the faculty and future students in assessing the potential value of this particular type of experience in their career plans. Honesty and candor will help us understand how best to use this agency with interns in the future. The evaluation also helps faculty assess the learning that has taken place during the current student's

placement. Students have the option of not having their evaluation made available to other students.. If students check that it is okay to add the student evaluation to the agency file, the student name will be blacked out and the evaluation will be made available to other students.

- *Agency Evaluation of Student* will be completed by the agency supervisor. This feedback is critical to the successful completion of this course. It will also provide information to the student about how others view the students' work. Students will then have the opportunity to use this feedback to better focus skills, add more knowledge, or adjust some work habits. At minimum, Average scores are required for a Pass in this Field Experience. You will also be asked to provide a copy of this evaluation with the Application for SOWK 418, Social Work Practicum.
- *Verification of Field Experience Hours* will be the document that the agency supervisor signs to verify your hours. Student documentation of hours may be critical to resolving any discrepancies.
- *Student Self-Assessment Form*, first done with 75 hours completed, becomes an opportunity to see growth at the end (125+ hours) of the Field Experience based on the same criteria. Again, it is advised that you seek feedback on your performance in addition to doing your self-assessment.

**To receive a Pass grade students will:**

- Successfully complete 150 hours in their field agency.
- Successfully complete and submit all assignments (goals, journals, reports, self-assessment after 75 hours, final personal and agency evaluations) by date due unless other arrangements have been made in writing with the Instructor. Written work which is not satisfactory will be returned for correction and must be resubmitted within *one* week.
- Attend the scheduled seminar sessions. Attendance is expected. If you are unable to attend you must explain your absence to the instructor before the beginning of the seminar. More than one absence may result in a No Credit grade.
- Receive a rating of "average" or above on the majority of objectives listed on the Agency Evaluation of Student form. Marks "below average" will require a discussion with the student, supervisor, and faculty representative to determine if course objectives have been met.

The course instructor will work with the student and agency supervisor, if appropriate, to develop a plan to remediate any course objectives that have not been satisfactorily met by the student.

**A No Credit grade will be received:**

If a student misses submitting *two or more* assignments (including attending seminar, learning goals, e-mail, reports, journals, final reports) by the date due and has not notified the instructor in writing for an extension, and received the necessary permission, the student will receive NO CREDIT for this course.

**Students will not receive credit for Field Experience until all final paperwork is completed and submitted to the Field Experience Coordinator.**

## Department of Social Work Responsibilities

The Social Work Program at Minnesota State Mankato is committed to facilitating the best possible Field Experiences for its students and their host agencies. It is the Department of Social Work's responsibility to:

- Establish the educational outcomes and procedures for the student's Field Experience;
- Incorporate these materials into a Field Experience Handbook and make these available to the student and agency supervisor;
- Provide guidelines and due dates for assignments, and a regular schedule for seminars to integrate the learning experience;
- Evaluate all field student assignments;
- Provide guidelines and forms for student and agency evaluations;
- Respond to questions or needs as requested by the students or the host agencies;
- Register five pass credits for the student who satisfactorily and in a timely manner completes 150 hours in a Field Experience agency, completes all assignments, and attends seminar sessions.

### Steps in the Application Process

1. **Announce** orientation sessions to provide more information about course guidelines and the registration process. Distribute date, time, and location of the orientation. Make available the **Field Experience Manual**, to the Wissink Copy Shop.
2. **Review Student Application**. Retain for the student file.
3. **Maintain the information on potential field sites**. Two sources of information regarding sites exist:
  - **Database**: Copies of a database listing some potential Field Experience agencies are available for review in the Department of Social Work office (TRN 372) or by contacting the Field Experience coordinator. **White** copies of the database list agencies **alphabetically**, **pink** copies list agencies by **city**, and **yellow** copies lists agencies by **county**.

- *Agency Field Experience Proposals* can be found, alphabetically, in a file box in the Department of the Social Work office. Another file drawer has agency information organized by Minnesota counties. Confirm the appropriateness of the placement sites.
  - *Explore other sites students submit for inclusion in the database.* Review the Agency Field Experience Proposal for approval before a student starts in the agency.
4. **Collect Placement Agreement** from students. This must be signed by the student and the agency representative.
  5. **Provide student with a contact letter** to the agency representative and remind them about the nature of the Field Experience.
  6. **Hold seminar** as outlined in the course syllabus.
  7. **Contact** Field Experience agencies utilized during the term. The Field Experience coordinator will also make visits as required or requested by the student, the Field Experience supervisor, or at own discretion.
  8. **Evaluate** student work as assigned.
  9. **Submit grades in** a timely manner with the Department of Social Work.

### **Addressing Potential Problems**

It is critical that the Field Experience instructor be alerted as quickly as possible to any problems that occur. The Field Experience instructor will be available to students and agency supervisors for mediation of any problem. Site visits may be done at the request of the student or agency supervisor or at the inclination of the Field Experience coordinator.

### **Seminar**

SOWK 312, Junior Field Experience will meet the first week of classes as scheduled in the Minnesota State Mankato, Course Schedule for whichever term the student is enrolled. At that time the Field Experience coordinator will provide a course syllabus, a class schedule, and will review all assignments that will be due over the semester.

Students should anticipate meeting instructor will review and comment on all work submitted by students in seminar.

### **Grading and Evaluation**

SOWK 312, Junior Field Experience, is taken on a P/NC (Pass/No Credit) basis only.

The final grade determination is made by the Field Experience instructor. The instructor will enter a **PASS** grade for students who have:

- Successfully completed 150 hours in their field agency.
- Successfully completed and submitted all assignments including learning goals, journals, reports, self-assessments, final personal and agency assessments in a timely manner.
- Attended the scheduled seminar sessions. More than one absence may result in a No Credit grade.
- Received an Agency Evaluation of Student which indicates "average" or above in achievement of the majority of objectives. Marks "below average" will require a discussion with the student, supervisor, and faculty representative to determine if course objectives have been met.

The course instructor will work with the student and agency supervisor, if appropriate, to develop a plan to remediate any course objectives not been satisfactorily met by the student.

The instructor will enter a **NO CREDIT** grade if a student misses successfully submitting *two or more* assignments (including attending seminar, learning goals, e-mail, reports, journals, final reports) by the date due and has not notified the instructor in writing for an extension and received the necessary permission, and/or has not completed 150 hours in the field experience agency.

## Host Agency Responsibilities

### Considerations for Becoming a Host Agency

By agreeing to serve as a host agency for junior social work field experience students, agencies are committing personnel time, space, their clients, and their agency to the investment in future social work professionals. In return, students are expected to actively engage in the learning experience, keep agreed hours and complete assigned tasks. Students are expected to commit to the field experience placement as they would to a job. Interns will be observing, asking questions, and under supervision actively participating in the agency milieu.

In considering whether to commit to becoming a host agency, it is useful to evaluate:

- The agency interest in being involved with education of future social workers;
- The agency opportunities for observation and task assignments commensurate with student prior preparation;
- The availability of an appropriate supervisor (preferably a social worker, although other social service professionals are acceptable);
- The skill level needed by an intern to participate in various aspects of agency activity;
- The policies and procedures that impact the use of interns in the agency.

Agencies may volunteer to become host agencies, but more likely a student requesting they provide a Field Experience will draw them into the role. In either case the agency will be asked to complete an *Agency Field Experience Proposal*. If the agency has been in this role for some time and has not updated their information they should do so before a new student arrives. The Field Experience coordinator who will seek any necessary clarification will review new and updated forms. If the placement will be continuously available for student consideration, the proposal will be made available to students.

Agencies are asked to provide regular and consistent supervision for the student, to choose task assignments congruent with student learning goals and commensurate with student background and experience (taking into consideration that students have not completed social work practice courses), and to take an active interest in the student's

learning experience. Supervisor function as role models for the students during what is for many students their first encounter with social work (human service) practice and service provision. If someone other than the agency representative who signs the placement agreement will be the student's direct supervisor, it would be helpful for the student to meet with the direct supervisor before the placement is finalized. These procedures help to prevent misunderstandings between the agency, the student and the Department of Social Work regarding the nature of the Field Experience and the agency expectations of the student.

## **GUIDELINES FOR FIELD EXPERIENCE AGENCY**

### **Provision of Orientation**

During the Field Experience, students should become familiar with the agency policies and procedures, services, clients and agency networks. Students will be using this information and other like it to complete assignments for their SOWK 312 seminar. It would be useful to the student for the following information to be included in orientation information:

- History of the agency or organization;
- Agency mission statement;
- Agency policies and procedures;
- Basic information about budget;
- Program descriptions;
- Current priorities and projects;
- Information about eligibility criteria and the types of clients served;
- Staff job descriptions;
- Roles of volunteers, students and staff;
- Information about community networking, formal relationships with other agencies, referral guidelines;
- Providing access to public documentation utilized by agency.

Students are asked to take responsibility for their own learning. This includes gathering and reading as much information as is available (through annual or bi-annual reports,

brochures, reviewing grants, and information from websites). It would be useful for supervisors to provide students with access to any available written documentation that would help the field experience student understand the types of information listed above. Students can also learn about agencies through planned conferences between supervisor and intern, student attendance at staff meetings, student conducted interviews with other staff members, and visits to other agencies with which the Field Experience agency has regular contact or an agency that provides similar services. Much of this learning will be accomplished through on-the-job experiences.

### **Supervision**

While many agency staff may be involved in day-to-day interaction or task supervision with the student, it is important that one social service professional with whom the student will have contact at least one time a week, be responsible for the official supervision role. The Social Work Department requests that, whenever possible, this assigned supervisor be a social worker. If the supervisor is not a licensed social worker, it will be important for the agency supervisor to facilitate contact between the student and a licensed social worker who works with a similar clientele.

Field Experience supervisors are asked to be involved with students in the following areas:

- Conducting a *Pre-Placement Interview* with the prospective student;
- Determining the appropriateness of pursuing a placement with that student (Note: This determination should be a mutual process between the student and the agency to facilitate a beneficial experience for all involved.);
- Helping to design the learning experience through identification of observational activities and supervised experiences for student involvement;
- Scheduling or arranging for the student to have supervisory meetings approximately once a week in order to: (1) clarify plans for the week, (2) provide regular feedback to the student throughout the Field Experience;
- Arranging for the intern to be in contact with a social worker if one is not available at the host agency;

- Review with the students policies such as dress code, attendance, tardiness, confidentiality;
- Completing a written evaluation of the student's performance at the Field Experience agency. The student will provide the Agency Evaluation of Student form;
- Contacting the Field Experience coordinator at Minnesota State Mankato Social Work Department if problems or questions arise (507-389-6504)

### **More than one Supervisor**

If the person responsible for agency internships will not be the direct supervisor of the Field Experience student, please provide the name of the person providing direct supervision to the Department of Social Work Field Experience Instructor (507-389-6504). If a student has more than one supervisor, it is useful if each supervisor provides information for the Agency Evaluation of the Student.

### **Evaluation of Student**

It is important for student growth to provide ongoing feedback to the student. Please provide students with feedback in the following areas: work attitude, reliability, cooperation, ability to follow directions, self-confidence, attitude toward clients, and potential for success in the field of social services. Students are required to complete a self-assessment after 75 hours of the Field Experience have been completed and again at the conclusion of the Field Experience. They are strongly encouraged to review this with their site supervisor.

### **Final Written Evaluation**

The *Agency Evaluation of the Student* is completed by the student's supervisor(s) at the host agency. This evaluation should reflect the student's performance and learning accomplishments during the Field Experience. The evaluation includes a grid with general rating items and space for the supervisor(s) comments. This type of assessment helps students understand their work from the perspective of the supervisor. It allows for reinforcing student strengths and pointing out areas for future growth.

Supervisors should give careful thought to completing this form, and it should be used as a final learning experience for the student. Supervisors are asked to review the final evaluation with the student. If the supervisor is uncomfortable with presenting a less than stellar evaluation, the field instructor can be present for that meeting. Students may submit the *Agency Evaluation of Student* to the Field Experience coordinator after that review, along with *Verification of Field Experience Hours*.

Students will not receive credit for Field Experience until all final paperwork including the Agency Evaluation of the Student and the Field Experience Instructor receives the *Verification of Hours*.

## **CONCLUSION**

The Junior Field Experience is a valuable component of the undergraduate Social Work Program at Minnesota State Mankato. We appreciate the investment of participating agencies and staff in making this experience worthwhile for the students. We encourage you to call at any time with questions, concerns or suggestions about the Field Experience, and we trust the Field Experience will be a mutually beneficial experience for the agencies and students involved.

# **Guidelines and Forms for Establishing A Junior Field Experience**

## **When to take SOWK 312: Junior Field Experience**

**SW 312 is taken after completion of most/all of the following:**

- A. 60 or more credits
- B. Most/all general education courses
- C. Social Work Foundation required courses (receive a C or better)
  - Sociology 101,  Economics 100,
  - Ethnic Studies 100,  Political Science 111,
  - Biology 100,  Statistics
  - KSP 235,
- D. Social Work Intro Courses (receive a C or better)
  - SW 190,  SW 214,
  - SW 210,  SW 305

Can be taken with SW 214 and/or SW 305.

**List of Steps to Complete Semester Prior to Enrollment in SOWK 312:**

\_\_\_ **Step 1: Purchase SOWK 312 *Manual 1: Application Policy and Forms* (#75 Wissink Copy Shop).** The Policy and Forms manual is also available at the social work department web page: < sbs.mnsu.edu/socialwork/> Click Junior Field: SOWK-312.

\_\_\_ **Step 2: Complete *Student Application*.**

\_\_\_ **Step 3: Meet with advisor for signature.**

\_\_\_ **Step 4: Semester prior to enrollment, submit *Student Application* to Social Work Office by Due Date posted on Department of SOWK Webpage\_\_\_\_\_.**

\_\_\_ **Step 5: Review *Considerations for Determining Potential Field Experience Agencies in Policy and Forms manual*.** Determine names and addresses of potential social work junior field experience agencies. Prioritize list.

\_\_\_ **Step 6: Contact agency (agencies) to determine availability and to make an appointment.**

\_\_\_ **Step 7: Meet with agency supervisor to discuss opportunities.**

\_\_\_ **Step 8: To assure a place in the course, submit Placement Agreement to SOWK office for Junior Field Experience Coordinator by due date posted on the SOWK Website\_\_\_\_\_.**

\_\_\_ **Step 9: Submit Criminal Background Check Signature Page to SOWK office no later than due date posted on SOWK Website\_\_\_\_\_**  
(Steps 8 and 9 have the same due date)

\_\_\_ **Step 10: Send for Minnesota Bureau of Criminal Apprehension (BCA) Background Check.**

**Carefully review explanations of each step below.**

## **Application Steps to Establish a Junior Field Experience**

### ***Complete semester prior to enrollment in SOWK 312:***

The following steps will guide the student through the various meetings, tasks, and responsibilities that must be completed in order to enroll in SOWK 312, Junior Field Experience.

#### **\_\_\_\_\_ Step 1: Purchase and Review SOWK 312 Manual 1: Application Policy and Forms Manual (#75 Wissink Copy Shop).**

The Policy and Forms manual is also available at the social work department web page: < [sbs.mnsu.edu/socialwork/](http://sbs.mnsu.edu/socialwork/) > Click Junior Field: SOWK-312. All forms and detailed policies and instructions for establishing a Social Work Junior Field Experience are in this manual. *Carefully review manual.*

#### **\_\_\_\_\_ Step 2: Complete Student Application.**

The Student Application requests information regarding: term student plans to complete Junior Field Experience, current credits, volunteer and work experience, areas of interest, and agencies the student plans to contact for a potential field experience.

***Inform Junior Field Experience coordinator if your plans change.***

#### **\_\_\_\_\_ Step 3: Meet with advisor for signature.**

Meet with your advisor to review the application and discuss your field experience interests. Make two copies of the signed application: 1) for the interview at the agency (unless you bring a resume) and 2) for your records.

#### **\_\_\_\_\_ Step 4: Submit Student Application to Social Work Office by due date (semester prior to enrollment) posted on Department of SOWK Webpage.**

Submit the original application to the Field Experience Coordinator.

**\_\_\_\_ Step 5: Review *Considerations for Determining Potential Field Experience Agencies* in Manual 1: Application Policy and Forms. Determine names and addresses of potential social work junior field experience agencies. Prioritize list. See criteria and info below.**

### **Considerations for Determining Potential Field Experience Agencies**

There are many choices regarding Field Experience sites. While you do not need to be supervised by a social worker, you will want to assure there will be opportunities to meet with a social worker. Consider the following prior to determining which agencies to contact. Discuss potential Field Experience Agencies with your advisor or the Field Experience Coordinator.

- ***Population or type of agency.*** Determine if there is a specific population or age group that specifically interests you. Have you had contact with this population or age group before? Do you want to deepen your understanding of a particular group or develop a broader perspective of the social work field?
- ***Location.*** Determine if you have a preference for completing your Field Experience in Mankato, your hometown, in the Twin Cities metropolitan area, or another location.
- ***Available times.*** Consider times and days of other courses, beginning and ending dates of the term, work schedule, and/or family responsibilities. You will need to determine if the times you have available and the best times to intern at the agency are compatible so you will have opportunities for observation and supervised participation at staff meetings, board meetings, be there when clients are present, receive adequate supervision.
- ***Something Different.*** You will want to choose an agency or a population that will provide you with a new opportunity. This will help expand your resume and help you gain new experiences that could be useful to you in later job and career opportunities.
- ***Supervision.*** Consider whether you want to be supervised by a social worker (you do not need to be supervised by a social worker for Junior Field Experience).

**Finding Names and Addresses of Potential Field Experience Agencies.**

After consultation with the advisor and/or the Junior Field Experience coordinator, the student is ultimately responsible for finding a Junior Field Experience site.

To clarify the types of agencies and opportunities previous students have utilized, review *Agency Field Experience Proposals* available in the social work office. Look at both the database and the Magenta Field Experience box located in the social work office. There is also a file drawer with information about social service agencies arranged by county in the social work office that can be useful in determining a potential field site.

***Sources of information for potential sites***

- ***Social Work Office.*** Review database, previous Field Experience Proposals in Junior Field Experience File Box in Social Work Office. Additional materials can be found in middle file drawer entitled Junior Field Experience. Please ask the support staff for assistance in locating these files
  - *Database:* A database listing potential Field Experience agencies is available for review in the Junior Field Experience File Box in the Department of Social Work office (TRN 358). Feel free to make a copy of the database, but don't take it with you.
  - *Agency Field Experience Proposals* that have been previously utilized are listed alphabetically in the Junior Field Experience file box in the Department of Social Work office.
  - Additional information about agencies can be found in a file drawer organized by Minnesota counties.

So other students will have access to the agency information, you can make copies of any materials but do not remove them from the Social Work office. *Students are not limited to the sites listed in the database or filed in the social work office.* If you have an idea for a new Junior Field Experience site, contact your advisor or the Junior Field Experience coordinator. The agency will need to complete an "Agency Field Experience Proposal" (see Forms for setting up a Field Experience) that will need to be approved before a student starts in the agency.

- *Internet Resources*
- *Telephone books*
- *Junior Field Experience Coordinator or advisor.* Speak with your advisor and/or Field Experience Coordinator

Confirm the appropriateness of the placement with the Field Experience coordinator.

**Prioritize list of potential Junior Field Experience agencies.** Contact the potential Junior Field Experience (JFE) Agency you are most interested in first. If you speak to an agency representative about a potential field experience, be sure to either confirm your field experience or let the agency know you chose a different agency for your JFE.

**\_\_\_ Step 6: Contact agency (agencies) to determine availability and to make an appointment.**

#### **Prior to Contacting Potential Field Experience Agency**

*Read the manual thoroughly before contacting agencies so that you can accurately describe the Field Experience if questioned.* A student's initial contact with a prospective Field Experience agency is usually done by telephone or possibly by e-mail following discussion with the Field Experience Coordinator or Advisor.

#### **Contacting Agency Listed in Social Work File and Database**

If the agency *is* listed in the Junior Field Experience Database, review the *Agency Field Practice Proposal* in the social work office then contact the agency directly. You might find, the agency supervisor listed in the database has changed. Please notify Field Experience Coordinator of any changes. Please **do not** ask agencies to fill out an Agency Proposal each semester.

Be professional with the agency contacts. You are representing not only yourself, but also the Department of Social Work at Minnesota State Mankato. It is possible that your first choice will be filled so it is useful to have more than one agency to contact, or you might contact more than one potential agency to

determine which agency will work best for you. If you speak to an agency representative and then decide not to intern at that agency, make sure you notify the representative (verbally or in writing) of your decision. Often agencies will wait

### **Contacting Agency NOT Currently Listed in Social Work Files:**

During the phone contact:

- Request to speak with the person (preferably a social worker) who can approve internships for the agency.
- Tell the agency representative that you are interested in exploring options to complete your Junior Field Experience at this agency.

Field Experience is for 150 hours, and the purposes of the experience are to learn about: 1) a human service agency; 2) the clients served; 3) other agencies in the agency network; and 4) the social work or human service roles within the agency. The agency will need to complete an *Agency Field Experience Proposal* before you will be given permission to register. The *Agency Field Experience Proposal* is available in this manual and on the Department of Social Work Website in both PDF and Word format. The PDF form can be downloaded, or the agency can type responses into the Microsoft Word document and submit to you or directly to the Department of Social Work. If you have any questions, contact the Junior Field Experience Coordinator.

*Remember, there does not need to be a social worker at the agency but the Department of Social Work does require that the student have some contact with a social worker that might work with the clients or similar clients in another agency.*

### **\_\_\_\_ Step 7: Meet with agency supervisor to discuss opportunities.**

#### **Agency Visit**

Students need to visit the potential Field Experience site and meet with the supervisor before finalizing a placement. The student should clarify the type of work they will do at the field experience site before finalizing the placement to try to assure this is the

placement the student wants to complete. This allows the student to get the most out of the experience. Clarifying what you want to get from the Field Experience and Agency expectations of students is the first step in creating a successful Field Experience. Students will want to notify the agency that they need to complete a Minnesota Bureau of Criminal Apprehension Background Check.

### **Preparing for the Interview at the Agency:**

If the agency representative indicates interest in providing a Junior Field Experience, arrange an appointment for an agency visit and interview. *Read the manual thoroughly before the interview so you can accurately describe the Field Experience if questioned.* Prior to the interview it can be useful to send a letter confirming the date, time and location of the interview, and thanking the staff person for agreeing to meet (See the format for a professional letter below). You can enclose a copy of your application form or a resume.

### **Bring to the interview:**

- 1. A copy of the Junior Field Experience Application or a resume**
- 2. SOWK 312 Placement Agreement.** Both you and the agency supervisor will sign the *Placement Agreement* and agree on a start date.
- 3. And possibly an Agency Field Experience Proposal.** If an Agency Field Experience Proposal is not on file in the social work office bring a blank copy for the agency to complete. The Junior Field Experience Coordinator and/or Missy can help with verify if there is a proposal on file (507-389-6504)  
elizabeth.manderfeld@mnsu.edu.

**Be prepared to discuss the following information at the interview:**

- Your academic program, year in the program, and special interests or preparation you have for the particular placement.
- Information on the time frame and time commitment involved in your proposed placement with the agency (when would you start, what time blocks would you be available, how long would you be involved with the agency)
- Personal characteristics pertinent to the placement, including past experiences and interests, or any pertinent personal facts that would be necessary for the agency to know in arranging your placement.

A format for a professional letter to send to the agency to introduce yourself or to thank them for meeting with you follows on the next page.

### **Professional letters**

Below is the format for a professional letter. Below is an example of an introductory letter to be sent if you will not be meeting with the potential supervisor for a week or two. This letter could also be adapted to be a thank you letter acknowledging the time spent, agreed upon start dates and/or following up on any issues of concern from the interview.

*Please Note: Once you have decided where you will complete your field experience be sure to inform any other agencies you contacted by phone, e-mail or in a letter. Some agencies will wait to hear from the first student who calls before they will interview another student.*

### **Letter of Introduction**

(Date)

Name of Prospective Supervisor  
 Name of Agency  
 Agency Address  
 City, State Zip Code

Dear (Title),

Thank you for agreeing to meet with me about the possibility of doing a Junior Field Experience at (name of agency). I am currently a (year in school) and plan to major in Social Work. My special interests and abilities include ( ). I am particularly interested in completing my Field Experience in your agency because...

If a placement is agreed upon, I would be available beginning on (date) for approximately (number of hours) per week. Some time blocks that I anticipate having available include...

Enclosed, please find a copy of my Application for the Junior Field Experience. I look forward to meeting with you on (day and date) at (time) at (location) to discuss this possible placement further.

Sincerely

Name  
 Address  
 Phone Number

*Students are STRONGLY encouraged to maintain a file of all materials regarding SOWK 312.*

\_\_\_ **Step 8: To assure a place in the course, submit Placement Agreement to SOWK office for Junior Field Experience Coordinator by due date posted on the SOWK Website \_\_\_\_\_**

\_\_\_ **Step 9: Submit Criminal Background Check Signature Page to SOWK office no later than due date posted on SOWK Website \_\_\_\_\_**

**Please note** (*Steps 8 and 9 have the same due date*)

\_\_\_ **Step 10: Send for Minnesota Bureau of Criminal Apprehension (BCA) Background Check.** See the following Minnesota State Mankato Department of Social Work Background Check Policy.

Minnesota State Mankato Department of Social Work needs to receive a Background Check from you prior to your beginning your Junior Field Experience. Allow at least two-three weeks for MN BCA to return your Background Check to the Social Work Department.

If the agency will be completing a Criminal Background check, ask for a copy to submit to the Junior Field Experience Coordinator. Indicate on the Signature Page that you will be submitting a copy of the MN BCA background check from the agency. It is necessary for the background check to be completed before you begin your Junior Field Experience. If the agency wants a copy of the Background Check, you may make a copy of the information sent to the Department of Social Work to bring to the agency.

Minnesota State University Mankato  
Department of Social Work  
SOWK 312 Junior Field Experience

### **Background Check Policy**

Effective 08/25/05 the Social Work Department has adopted a policy which requires all students entering Social Work 312, Junior Field Experience and Social Work 418, Social Work Practicum to complete a criminal background check by the Minnesota Bureau of Criminal Apprehension (BCA) prior to beginning a Junior Field Experience.

#### **What information is contained in a criminal background check?**

Information contained in a criminal background check contains both public and private information.

The State of MN defines public information as:

*Minnesota criminal history records contain information on all arrests and convictions. State statutes require all law enforcement agencies in the state to report juvenile felony and gross misdemeanor arrests, and adult felony, gross misdemeanor, enhanced gross misdemeanor and targeted misdemeanor arrests to the Bureau of Criminal Apprehension (BCA). They may report other misdemeanor arrests, if they choose. The law enforcement agencies send a copy of each arrest fingerprint card to the BCA. Data on criminal convictions is public for 15 years following the completion of the sentence. Public information includes: offense, date of the offense, court of conviction, date of the conviction, sentence, level of conviction, and probation agency or place of confinement. The public information does not include an individual's arrest history.*

The State of MN defines private information as:

*Private data includes all arrest information, all juvenile records\*, all court information and convictions more than 15 years old.*

*\* Juvenile criminal history information is considered private, and can only be released as described in Minnesota State Statute 299C.095.*

Minnesota Department of Public Safety. (2005) Accessing criminal history records for non-criminal justice purposes. Retrieved from <http://www.dps.state.mn.us/bca/bca.html> on 8/25/05 State of Minnesota, St. Paul, MN.

#### **Compliance:**

Failure to comply with this policy in the required timelines will result in delayed and/or denied permission to enter into Social Work 312 and Social Work 418. This will be at the discretion of the instructor and/or department faculty.

#### **Implications:**

As a Social Work student you should be aware of the implications of having a criminal record of felonies, gross misdemeanors, misdemeanors and/or arrests. Legal problems

may limit employment opportunities. Criminal convictions are reviewed when application is made for social work licensure in Minnesota and a conviction of a felony, gross misdemeanor and some lesser misdemeanors may keep the student from being licensed and/or employed.

**Confidentiality of Background Check:**

All records are kept confidential and secured in a locked filed cabinet in the sole possession of the Social Work Department. The standards, as set forth by the federal government which includes the Confidentiality of Alcohol & Drug Abuse Patient Records; 42 CFR Part 2 Health Insurance Portability and Accountability Act of 1996, (HIPPA); 45 CFR Part 160 -164, in this regard, are clear and will be strictly followed.

**Departmental Review:**

If the criminal background check is returned with felonies, gross misdemeanors and/or misdemeanors, the Department may request further documentation, request to meet with the student and ask that the student submit a written explanation, and/or any other information considered necessary by the department.

When a criminal background check reveals the conviction of a felony, gross misdemeanor, or misdemeanor, the Department will inform the placement agency after contacting the student. The agency has final decision-making power as to whether they will accept the student for placement.

The Department retains the right to accept, suspend, or reject a student's application to Social Work 312 or Social Work 418 based on a wide variety of reasons, including criminal records. Actions taken by the Department may impact the student's continued progress in the social work program.

**Steps to Complete Criminal Background Check: Students will**

1. \_\_\_ Sign ***Criminal Background Check Signature Page***.  
Read the Minnesota State Mankato Department of Social Work criminal background check policy and sign that you understand it. Submit this form with your Placement Agreement to the Social Work Office on the due date posted on the SOWK Department Webpage.
2. \_\_\_ Complete the Minnesota State Mankato, Department of Social Work ***Background Check Informed Consent Form*** is located at the end of this manual. ***Please note: This Form must be signed and notarized.*** Notaries are available at the campus HUB in the Centennial Student Union 1<sup>st</sup> floor. **Do not sign** the form until you are in the presence of a notary). The notary stamp must be on the Consent Form for MN BCA to accept the form.
3. Send the following to Minnesota Bureau of Criminal Apprehension (BCA):  
Minnesota BCA Records  
1430 Maryland Ave. E.  
St. Paul, MN 55106
  - a. \_\_\_ **Notorized Background Check Informed Consent Form.** The notary stamp must be on the consent form.
  - b. \_\_\_ A **return envelope** addressed to the Department of Social Work (see address below). *If you don't send a return envelope, the BCA might not send your background check to us.*  
  
Junior Field Coordinator  
Minnesota State University Mankato  
Department of Social Work, TRN 358  
Mankato, MN 56001  
  
ATTN: BCA Document enclosed (*write in bottom left corner of the envelope*)
  - c. \_\_\_ A check, money order, cashier's check, or certified check for \$15 addressed to Minnesota BCA. Write Minnesota State Mankato in the memo line.

If you wish to contact the BCA for additional information you may call 651-793-2400 from 8:00 a.m. to 4:30 p.m.. The BCA hours of operation are as follows: BCA Lobby hours 8:15 a.m. to 4:00 p.m., BCA Business hours 8:00 a.m. to 4:30 p.m. and open Monday through Friday, closed holidays.

## SOWK 312 Pre-Registration Check List

Semester prior to enrollment submit the following to the Social Work Office:

1. \_\_\_\_\_ *Student Application* signed by advisor by due date posted on SOWK Department Webpage.
2. \_\_\_\_\_ *Agency Field Experience Proposal* if one is not currently available in the social work office or is more than 5 years old.
3. \_\_\_\_\_ *Placement Agreement* (Signed by you and agency)
4. \_\_\_\_\_ *Minnesota Criminal Background Check Signature Page*
5. \_\_\_\_\_ *Minnesota Bureau of Criminal Apprehension (BCA) Background Check*  
Minnesota BCA requires 3 weeks to complete and return a background check to the Department of Social Work. Be sure to submit *Background Check Informed Consent Form* in a timely manner.

1-4 will need to be received before permission will be granted for registration for SW 312 Junior Field Experience.

Your Criminal Background Check will be sent directly to the Social Work Department. If you need a copy of the Background Check for your Junior Field Experience Agency, contact the SOWK Department.

Minnesota State Mankato  
 Department of Social Work  
 SOWK 312 Junior Field Experience

**STUDENT APPLICATION FOR SOWK 312**

**Indicate year and term you plan to take SOWK 312:** Year \_\_\_\_\_

**Term:** \_\_\_\_ Summer (10 weeks) \_\_\_\_ Fall (15 weeks) or \_\_\_\_ Spring (15 weeks)

Please provide complete information and thoughtful responses to each item.

Date: \_\_\_\_\_

NAME: \_\_\_\_\_ Tech. ID: \_\_\_\_\_

Local Address: \_\_\_\_\_ Telephone # \_\_\_\_\_

Home Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_ Cell #: \_\_\_\_\_

Overall GPA: \_\_\_\_\_

Advisor: \_\_\_\_\_

Number of completed credits \_\_\_\_\_

Number of credits current term \_\_\_\_\_

Expected Date of Graduation: \_\_\_\_\_

**COURSE PREPARATION:** Include all SOWK and Foundation courses completed, in progress and planned. (Transfer students can include substituted courses.) **TERM PLANNED:** Indicate term (summer, fall, spring) and year. Eg. Fall 2010. Questions? Meet with advisor.

SOWK COURSE	CREDITS	GRADE	IN PROGRESS	TERM PLANNED
SOWK 190	(3)			
SOWK 210	(3)			
SOWK 214	(3)			
SOWK 305	(3)			

FOUNDATION COURSE	GRADE	IN PROGRESS	TERM PLANNED
SOCIOLOGY 101 (3)			
BIOLOGY 100 (4)			
ECONOMICS 100 (3)			
ETHNIC STUDIES 100 (3)			
KSP 235 (3)			
POL SCIENCE 111 (3)			
STATISTICS (3- 4)			

**RELATED SERVICE EXPERIENCE:** Describe previous service related experiences (volunteer or paid). Include the name of the organization, period of time spent in this activity and the primary duties and responsibilities of your position.

**SPECIAL SKILLS OR TRAINING:** List any special skills (including computer skills), training, certifications or licenses you possess which might be useful in a Field Experience.

**OTHER WORK EXPERIENCE:** Include part time or full time, beginning with the most recent experience.

<i>Employer</i>	<i>Job/Position</i>	<i>Dates</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SELF-APPRAISAL:** Provide a brief self-appraisal of your strengths, weaknesses and personal characteristics, providing examples from your experience.

**EXPECTATIONS OF FIELD EXPERIENCE:** Describe what you expect to gain from this Field Experience.

Name \_\_\_\_\_

Telephone \_\_\_\_\_

University E-mail \_\_\_\_\_

The following information will assist us in working with you toward the location and selection of an appropriate Junior Field Experience setting.

**AREAS OF INTEREST:** Check all areas to consider for Field Experiences.

*Students are expected to do something different than previous experience or plans for future internships.*

- Aging
- Adolescents
- Chemical Dependency
- Community Outreach
- Corrections
- Developmental Disability
- Employment/Training
- Ethnic/Cultural Diversity
- Families/Children
- Health Related
- Mental Illness
- Refugee Services
- Other, please specify \_\_\_\_\_

Preferred geographic location(s) for Field Experience:

\_\_\_\_\_

Any preferred type of agency (school, county, non-profit):

\_\_\_\_\_

Agency or agencies you plan to contact: (Name and location)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have reviewed this application with the above named student and support her/his plan to pursue a Junior Field Experience placement at this time.

\_\_\_\_\_  
Faculty Advisor Signature (**required**)

\_\_\_\_\_  
Date

*Students are STRONGLY encouraged to maintain a file of all materials submitted regarding SOWK 312.*

**Contact Date:** \_\_\_\_\_

*(For Office use)*

Minnesota State University Mankato  
Department of Social Work  
SOWK 312 Junior Field Experience

**AGENCY FIELD EXPERIENCE PROPOSAL**

***Return completed form to student,***

***Or Mail to:*** Field Experience Coordinator,, Department of Social Work, Minnesota State Mankato, 358 Trafton Science Center North, Mankato, MN 56001.

***Or E-mail:*** [elizabeth.manderfeld@mnsu.edu](mailto:elizabeth.manderfeld@mnsu.edu) (Social Work Department Administrative Assistant)

**Description of Agency or Organization**

Name of Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

County \_\_\_\_\_

Name and Title of Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

Brief description of your agency or organization, including its purpose, the services provided, and the types of clients served:

**Description of Field Experience Opportunities**

Describe the specific opportunities available for junior level Social Work students. Please attach a job description detailing responsibilities, if available.

Would this Field Experience be continuously available, or is it a one time opportunity\_\_\_\_\_

Note your preferences for the time of year your agency could accommodate students in a Junior Field Experience and indicate the number of students that could be accommodated each term.

\_\_\_\_\_ Fall                      \_\_\_\_\_ Spring                      \_\_\_\_\_ Summer

Please designate any minimum or maximum time commitments you would require of students, i.e. specific number of months, hours per week, days, evenings, weekends...

Note any particular skills or qualifications required to be involved in this placement. (Please include academic background, attendance at special training sessions, personal characteristics or other relevant factors.)

**Describe the orientation and training that will be provided for the student, including information on materials or manuals that will supplement this process.**

Is there any financial remuneration available to student (ie., mileage reimbursement, stipend etc.)  
\_\_\_\_\_ No                      \_\_\_\_\_ Yes, please specify\_\_\_\_\_

What office accommodations will be available for the student (e.g. desk, access to secretarial support, resource library...)?

Explain any travel involved.

What types of professionals will the student be working with during the placement (e.g. social workers, psychologists, teachers, attorneys, medical staff, counselors...)?  
What types of staff meetings will the student have the opportunity to attend as a part of her or his experience?

Specify the **name, title, and responsibilities of the Field Experience Supervisor.**

Please describe the provision that will be made for supervision of the student, including how often supervisory meetings will be held. Students should have an opportunity to speak directly to a supervisor at least one time a week.

---

Agency Contact Person

---

Date

Minnesota State University Mankato  
Department of Social Work  
SOWK 312 Junior Field Experience

**Placement Agreement**

Student: \_\_\_\_\_ Tech. ID: \_\_\_\_\_

Student e-mail: \_\_\_\_\_

Name of agency: \_\_\_\_\_

Name of direct supervisor(s): \_\_\_\_\_

Agency street address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Agency phone number: \_\_\_\_\_

E-mail address of supervisor: \_\_\_\_\_

\_\_\_\_\_

Beginning Date

\_\_\_\_\_

Hours per week

\_\_\_\_\_

Anticipated Completion Date

***As a student enrolled in SOWK 312, Junior Field Experience, I agree to***

- Develop individual learning goals which will be consistent with the needs and resources of the agency;
- Demonstrate responsibility and dependability in matters related to the Field Experience placement, including hours, conduct with clients, and performance of agreed upon duties;
- Participate with the field supervisor in training, supervision and performance evaluation;
- Complete assignments following the time schedule provided and attend the required field seminars.

***As a field supervisor representing the agency, I agree to:***

- Provide an orientation to the agency and arrange for any required training to equip the student to take on the agreed upon responsibilities;
- Help design the learning experience through identification of primarily observational activities and supervised experiences for student involvement;
- Conduct regular supervisory and planning meetings on a weekly basis;
- Provide student feedback throughout the placement;
- Complete a formal written evaluation of the student's performance at the end of the Field Experience;

- Contact the Field Experience coordinator at the Minnesota State Mankato, Social Work Department if problems or questions arise.

***As a representative of Minnesota State Mankato I agree to:***

- Establish the educational goals and procedures for the student's experience;
- Assist the student in exploration and location of an appropriate placement;
- Incorporate course guidelines into a Field Experience Manual and make this available to the student and agency supervisor;
- Provide updated guidelines and due dates for assignments, and a regular schedule for seminars to integrate the learning experience;
- Provide guidelines and forms for student and agency evaluations;
- Respond to questions or needs as requested by the students or the host agencies;
- Evaluate all assignments completed by the students and register five pass credits upon satisfactory completion of the assignments, attendance at the seminar sessions, and verification of completed commitment with the host agency.

**Authorization of This Agreement**

_____	_____
Signature of Social Work Student	Date
_____	_____
Signature of Agency Field Supervisor	Date
_____	_____
Signature of Agency Field Supervisor (If more than one supervisor)	Date
_____	_____
Signature of MSU, M, Department of Social Work Field Experience Coordinator	Date

*Students are STRONGLY encouraged to make a copy of all materials submitted regarding SOWK 312.*

Minnesota State University Mankato  
Department of Social Work  
SOWK 312 Junior Field Experience

**Criminal Background Check Signature Page**

I \_\_\_\_\_ (print name) have read and understand the Minnesota State Mankato Department of Social Work Criminal Background Check policy.

I understand that I will not be given permission to register for SW 312 until I have submitted a signed copy of *Criminal Background Check Signature Page* (this form) to the Social Work Department.

I also understand, I will not be able to begin my SW 312 Junior Field Experience until a Minnesota Criminal Background Check has been received by the Department of Social Work.

\_\_\_\_\_ Date: \_\_\_\_\_  
Student signature

*Submit this signature page with your Placement Agreement for SOWK 312*

Minnesota State University Mankato: Department of Social Work  
Junior Field Experience

**Background Check Informed Consent Form**

Date: \_\_\_\_\_

The following named individual has made application with Minnesota State Mankato Social Work Department for a social work internship.

**Last Name of Applicant** (please print): \_\_\_\_\_

**First Name** (please print): \_\_\_\_\_

**Middle** (full)(please print): \_\_\_\_\_

**Maiden, Alias or Former** (please print): \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Sex (M or F):** \_\_\_\_\_  
Month/Day/Year

**Social Security Number:** (Optional) \_\_\_\_\_

I authorize the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information to Minnesota State Mankato Social Work Department for the purpose of completing either Social Work 312, Junior Field Experience or Social Work 411, Social Work Practicum. This authorization shall be for a period no longer than one year from the date of my signature.

I, \_\_\_\_\_ (print your name) am signing this in the presence of a Notary.

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Notary**

\_\_\_\_\_  
**Date**

**Directions to student:**

1. *Sign this form in front of notary.*
2. *Address a return envelope to:* Junior Field Coordinator; Minnesota State University, Mankato; Department of Social Work, TRN 358; Mankato, MN 56001
3. *Send this form, a \$15 check addressed to MN BCA, and the return envelope to:*  
Minnesota BCA Records  
1430 Maryland Ave. E.  
St. Paul, MN 55106