

# Coppin State University Department of Social Work

## APPLICATION TO FIELD INSTRUCTION

For Office Use Only	
Placement:	_____
Supervisor:	_____
Confirmed with Student (date):	_____
Confirmed with Supervisor (date):	_____

Date of Application:

Name:

Last, First, Middle

Student ID#:

2. Current/School Mailing Address:		Permanent Address:	
Street:		Street:	
City:		City:	
State:		State:	
Zip:		Zip:	
Telephone & E-Mail Information			
Home Phone:		Cell Phone:	
Work Phone:		CSU E-Mail Address:	
Name and phone # of a contact person who will know how to reach you.			
Name:		Phone:	
CRITERIA FOR FIELD – Completion of SOWK 210, 260, 379 and 388. Must have a 2.5 GPA.			
3. Field Placements – Field Placements are primarily in the following areas:			
<ul style="list-style-type: none"> <li>a. Public welfare, including family &amp; children services</li> <li>b. Public child welfare</li> <li>c. Religious and private welfare agencies</li> <li>d. Developmental disabilities</li> <li>e. Corrections</li> <li>f. Medical settings, such as hospitals and health departments</li> <li>g. Mental health clinics, and community programs</li> <li>h. Youth counseling agencies</li> <li>i. Substance abuse</li> <li>j. Aging – community programs and nursing homes</li> <li>k. Schools</li> <li>l. Other</li> </ul>			
4. From the categories above, please list three choices in order of preference. This is not a binding commitment – it is simply a way to start the process. Desires of students will be considered, however, they will be expected to accept any viable placement offer.			
	PARTICIPANTS		AVAILABILITY
1 <sup>st</sup> Choice:			
2 <sup>nd</sup> Choice:			
3 <sup>rd</sup> Choice:			

**5. Do you have a particular agency in mind for your field work?    Yes            No            If so, where?**

**6. Is there a particular client population with which you do not want to work?**

**Yes            No            If so, why?**

**7. Do you have other information you wish to share regarding your request for a field placement?**

**8. Do you have any special needs that should be taken into account in choosing your field placement?**

**Yes            No            If yes, please explain.**

**9. Briefly indicate any employment, volunteer experience, or internships you have had related to social work. Specify where you worked, when, and your position.**

**10. Many agencies require a criminal background check and/or a copy of your driving record. Any information reported on these can affect a placement in the field.**

- a. Do you have a valid driver's license?            Yes            No
- b. Do you have any points on your license?    Yes            No
- c. Have you ever been convicted of a crime?    Yes            No

\* If yes, please explain the incident(s) and if any legal action is pending at this time.

**Other:**

## **CONFLICT OF INTEREST POLICY**

The intent of the Conflict of Interest Policy is to ensure social work majors have the most objective environment for learning and evaluation of student performance in the practicum setting. Students are required to sign a conflict of interest statement prior to beginning a practicum experience.

Students should not undertake a practicum experience in an agency where prior relationships exist. Prior relationship exists if a student:

1. Is a former or current client of the agency
2. Is a former or present employee of the agency
3. Has relatives or other close prior relationships among the staff in the agency

Students are expected to notify the Coordinator of Field Instruction immediately when they become aware of a conflict of interest. Students are asked to sign a statement indicating they understand that they have the responsibility for notifying the program of potential conflict of interests.

## **CONFLICT OF INTEREST STATEMENT**

A conflict of interest is any condition that might lead to competing loyalties or conflict in the performance and/or evaluation of a student during the practicum. Prior relationships with supervisors, relatives or close friends MAY constitute a conflict of interest. Students have the responsibility to let the Coordinator of Field Instruction know if such conflicts exist.

I have read and understand this statement.

Student Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

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

## GUIDELINES FOR RESUME

The primary purpose of the pre-field placement resume is for students to introduce themselves to their future field instructors. The Field Instruction Department will send the resume to the prospective field instructor when the field place assignment is made. The outline below is intended as a guideline only; you may follow another format if you prefer.

### Suggestions to Include in Your Resume

#### PERSONAL DATA

Name

Address (include present and permanent address, if different)

Telephone (present and permanent)

#### EDUCATION

Coppin State University, Baltimore, MD

Bachelor of Social Work/Social Science

(Expected May, 2004)

Community College(s)

Dates attended

Degree/Major

High School and City (Use only if you entered Coppin right from high school)

Date of graduation

#### CERTIFICATES/TRAINING

Baltimore Practical Nursing Program, L.P.N., 1992 – 1995 (example)

#### HONORS/AWARDS

#### EMPLOYMENT (Start with current employer and work backwards)

**Title of position, Name of Employer, City & State, Dates of Employment** (include months only if employment was for a short period of time, otherwise 1996-present is sufficient).

Description of Job (Present tense for current job and past tense for previous jobs. Start with action verbs. Do not use "I")

INTERNSHIPS (Use same format as "Employment")

VOLUNTEER WORK (Use same format as "Employment")

PROFESSIONAL MEMBERSHIPS

## **PROFILE OF EXPERIENCE AND LEARNING NEEDS**

Students applying for a field placement must complete an essay, or personal Statement, which will be sent to the field instructor along with the student's resume at the time a field placement, is assigned. You may title the personal statement "Profile of Experience and Learning Needs." Be sure to include your name on your personal statement. Please note that the application form is used solely by the coordinator of field instruction.

The following information should be included in your Personal Profile essay or Statement of Experience and Learning Needs:

1. **INTEREST IN SOCIAL WORK.** What is your primary interest in social work? What do you wish to accomplish as a social worker? (In other words, state as broadly as possible, why do you want to be a social worker?)
2. **RELEVANT EDUCATION OR WORK EXPERIENCE.** Summarize briefly any educational, work, or other experience that may have relevance to your doing a field placement.
3. **LEARNING NEEDS AND OBJECTIVES.** Define your anticipated major learning needs and objectives pertaining to field instruction. Do you have any special needs that have to be accommodated in a field placement?
4. **CAREER GOALS.** Describe any career goals that you have set for yourself at this time.
5. Include any additional comments that you may wish to share with your field instructor.

The statement should be two to three pages, double-spaced in length, and must be done by computer since it will be sent to your field instructor along with your resume.

(SAMPLE)

LILLIE ROBINSON

### PROFILE OF EXPERIENCE AND LEARNING NEEDS

I firmly believe that there is power in numbers and unity. Therefore, my long-range interest in social work is to join with professional and experienced social workers to assist and advocate for the needs of others. It does not take a scholar to recognize the myriad of problems many people face from day to day. These people are also in need of various types of services. With my interest in policy, community organization, and counseling, I believe the most adverse conditions can be transformed into favorable ones. As a participant in the field, I hope to turn frowns into smiles, hardships into prosperity, and hopes into reality.

I worked with a wide range of people and personalities as a hair stylist and manager. As a hair stylist, I developed great listening skills, and recognized the importance of listening without being biased or judgmental. This experience also utilized my ability to be sensitive in interpersonal situations. Working in a salon environment with a constant and steady flow of diverse people has prepared me for the most challenging circumstances. I work well under pressure, think fast on my feet, and retain great flexibility. In doing all of this, I am able simultaneously to maintain a sound mind and sensible attitude. My managerial role helped me develop communication and organizational skills as well as the ability to prioritize and follow through on goals.

My major learning objective for the field placement is to apply social work concepts and theory to real life situations. Furthermore, I want to learn to be objective and not too involved in someone else's situation.

Lillie Robinson

My initial career goal is to pursue and obtain my Master's in Social Work. I would like to work and gain the necessary experience to eventually organize an adolescent program that involves counseling services.

(SAMPLE)

LINDA WILLIAMS

## PROFILE OF EXPERIENCE AND LEARNING NEEDS

### **Why I Chose Social Work**

My major interest in social work is working with families. I want to counsel families who have problems coping with the normal stresses of life. Furthermore, I want to teach families how to solve their own problems and enhance their lives overall. In addition, I want to reach out to adolescents in my community. I would like to empower them by teaching them how to build their self-esteem, how to make responsible decisions, and how to become a role model instead of another negative statistic.

I like the diversity that the field of social work offers. There are so many settings from which to choose. I do not yet know if I want to work in a hospital, school, or legal setting. Within the different settings, I can work with individuals or with groups. Such diversity makes the field of social work very exciting. I also like the fact that the social worker carries out different roles. Hence, I can choose those roles that better suit my skills and personality.

### **Summary of Relevant Educational and Work Experience**

As a social work major, I have taken several social work courses dealing with policies, theories, and concepts that shape social work practice. Thus, I have a substantial amount of “book knowledge” that will be relevant during my fieldwork.

I worked, as a teacher’s assistant, in two schools with students who range in age from four to seven. Under the direction of the teacher, I taught basic skills such as reading and writing.

Linda Williams

I also helped the children to explore their environment through creative play, and enhanced their ability to solve interpersonal conflicts with their peers.

### **Major Learning Needs and Objectives**

After I complete my fieldwork, I want to enter the job market with an array of skills and competencies. For example, I want to further enhance my communication and interviewing skills. I also want to learn how to document information competently. Overall, I want to be as efficient and effective as I possible can.

### **Career Goals**

After I graduate from Coppin State University, I plan to work full-time for a couple of years to continue to build my skills, and then pursue a Master's degree.

### **Additional Comments**

I am looking forward to many rewarding experiences in the field; I am eager to learn. I expect to encounter many challenges during my year in the field. However, I know that I will conquer the challenges and achieve my goals with the help and patience of my field instructor. After I complete my fieldwork, I will be ready to take my place among the professionals.

(SAMPLE)

6931 Edmonds Avenue  
Baltimore, Maryland 21277  
(410) 487-2296

## Christine Jones

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### Education

Coppin State University  
Baltimore, Maryland  
Bachelor of Social Work  
Minor in Psychology  
(Expected Mary 2004)

Community College of Baltimore, Baltimore, Maryland  
Associate of Arts degree in Gerontology, 2001

### Certificates and Training

Catonsville Community College, Catonsville, MD  
Certificate, Medicine Aide, 1999

Baltimore Practical Nursing Program, LPN, 1996

### Awards/ Recognition

Dean's List, Community College of Baltimore, 1998-1999  
Student Choice Award, University Center, 1999  
Honors Program, Coppin State University, 2001-2002  
Co-Chair, Social Work Association, Coppin State University

### Work Experience

**Vocational Supervisor**, Centers for the Handicapped  
Baltimore, MD, 1997-1998

Supervised Vocational Skills Training Program and maintained quantity and quality control for contract production. Assisted in the development and implementation of Individual Habilitation plans for clients. Developed instructional materials, methods, and evaluation systems.

Vocational Instructor, Centers for The Handicapped  
Baltimore, MD, 1997 – 1998

Christine Jones

Trained and assisted clients to develop and improve their work skills. Developed Individual Program Plans for clients and monitored their progress. Assisted the Program Director in management and supervision of vocational workplace.

**Administrative Assistant**, Department of Continuing Education, University of Baltimore, Baltimore, MD. 1994-1996

Registered students for courses and located off-campus sites. Assisted in publication and distribution of brochures, recruitment of teachers, and development of specialized programs.

**Internship/Volunteer Experience**

**Intern**, Friendly Visitor Program, Mental Health Association of Baltimore, Baltimore, MD, 9/1996-12/1996

**Volunteer**, Lillian Jones Recreation Center, Baltimore, MD Summer, 1996

Worked with adolescents to improve their self-image. Discussed good nutrition, how to take better care of their skin, and how to apply makeup. Taught them how to develop a budget to manage money better.

**Skills**

Proficient in sign language  
Competent in the use of work for Windows, and Print shop

Student Name \_\_\_\_\_ ID# \_\_\_\_\_

Advisor \_\_\_\_\_

Field \_\_\_\_\_ Fall \_\_\_\_\_  
Mini \_\_\_\_\_

**COPPIN STATE UNIVERSITY  
SOCIAL WORK PROGRAM**

**ACADEMIC YEAR**

Year 1 & 2 \_\_\_\_\_

Year 3 & 4 \_\_\_\_\_ Year 5 & 6 \_\_\_\_\_

**CURRICULUM PLAN**

**FALL SEMESTER** \_\_\_\_\_

**SPRING SEMESTER** \_\_\_\_\_

<u>COURSE</u>	<u>CREDITS</u>
_____	_____
_____	_____
_____	_____
_____	_____
<u>TOTAL CREDITS=</u>	_____

<u>COURSE</u>	<u>CREDITS</u>
_____	_____
_____	_____
_____	_____
_____	_____
<u>TOTAL CREDITS=</u>	_____

**MINI-MESTER** \_\_\_\_\_

**SUMMER SESSION** \_\_\_\_\_

<u>COURSE</u>	<u>CREDITS</u>
_____	_____
_____	_____
_____	_____
_____	_____
<u>TOTAL CREDITS =</u>	_____

<u>COURSE</u>	<u>CREDITS</u>
_____	_____
_____	_____
_____	_____
_____	_____
<u>TOTAL CREDITS =</u>	_____

**FALL SEMESTER** \_\_\_\_\_

**SPRING SEMESTER** \_\_\_\_\_

<u>COURSE</u>	<u>CREDITS</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
<u>TOTAL CREDITS=</u>	_____

<u>COURSE</u>	<u>CREDITS</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
<u>TOTAL CREDITS=</u>	_____

**MINI-MESTER** \_\_\_\_\_

**SUMMER SESSION** \_\_\_\_\_

<u>COURSE</u>	<u>CREDITS</u>
_____	_____
_____	_____
_____	_____
_____	_____
<u>TOTAL CREDITS =</u>	_____

<u>COURSE</u>	<u>CREDITS</u>
_____	_____
_____	_____
_____	_____
_____	_____
<u>TOTAL CREDITS=</u>	_____

**ADVISOR COMMENTS:**

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**Any changes you make to the curriculum plan need to be approved by the advisor. Failure to do so may result in changes to the anticipated graduation date.**

**Advisor Signature** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **DATE** \_\_\_\_\_

**COPPIN STATE UNIVERSITY  
SOCIAL WORK DEPARTMENT**

**NAME OF STUDENT** \_\_\_\_\_ **DATE** \_\_\_\_\_

I have reviewed the **resume** of the student named above. The resume meets the criteria listed below:

- The format is consistent with the guidelines and sample resumes included in the Social Work Field Application packet.
- Name, address, and phone number are at the top of the page.
- Employment objective is omitted (not relevant for the purpose of a field internship).
- Job descriptions contain short, punchy sentences with action verbs.
- Job responsibilities are expanded sufficiently to give the reader an understanding of the work involved.
- No personal pronouns are used in the resume.
- The present tense of verbs is used only in relation to current employment.
- Spelling and grammar are correct

\_\_\_\_\_  
**Academic Resource Center Tutor      Date**

I have reviewed the Profile of Experience and Learning Needs of the student named above. The profile meets the criteria listed below:

- The format is consistent with the guidelines and sample profile included in the social work Field Application packet.
- Student's name is included at the top of the profile.
- The profile is two to three pages long and presents the student in an interesting and positive way.
- The profile is well organized and developed.
- Sentence structure is good
- Spelling and grammar are correct

\_\_\_\_\_  
**Academic Resource Center Tutor      Date**