

**THE UNIVERSITY OF OKLAHOMA SCHOOL OF SOCIAL WORK
PRACTICUM PROGRAM
APPLICATION for FIELD INSTRUCTION**

To proceed with the practicum planning process, complete Parts I and II of the Application for Field Instruction (Practicum Application) and submit the original to the Practicum Office on the OUSSW campus at which you are enrolled. Applications on the Norman campus are accepted in person and by mail. Applications on the Tulsa campus must be submitted through D2L. For instructions on D2L submission, see the Student Forms page of this website. All applications must be submitted by the established deadline. NO FAXED applications are accepted.

A copy of your current resume and a professional statement must be submitted with your application. APPLICATIONS ARE NOT COMPLETE AND WILL NOT BE CONSIDERED IF THESE DOCUMENTS ARE NOT SUBMITTED. EXAMPLES ARE AVAILABLE ON THE WEBSITE AT WWW.OU.EDU/SOCIALWORK/PRACTICUMH. See the Application Process page.

If you are interested in submitting a proposal for an Employment-Based Practicum Placement (EBPP), you MUST submit Part III of the application. EBPP's are open only to foundation year graduate students who have completed the first year of part-time coursework and to concentration year graduate students in their final year of study. See EPBB Guidelines under Placement Process on this webpage for more information about an EBPP.

PART I

Name: _____

Telephone:
Home _____ Work _____ Cell _____

Student ID number _____

Current student address:

Street _____ City _____ State _____ Zip _____

Will this be your residence while in Practicum? Yes No Don't know

Gender: Male Female Language spoken other than English _____

Do you identify with a particular ethnic group that would influence your placement? If so, what group? _____

Do you have a tribal affiliation? Yes No If yes, what tribe? _____

What level of placement will you complete?

- Undergraduate (all senior social work majors)
- Foundation year graduate (concurrent placement or summer block)
- Concentration year Direct Practice [DP]
- Concentration year Administration and Community Practice [ACP]

What type of placement are you planning?

Concurrent--18-20 hours per week for two semesters. This option is available only to undergraduate students and foundation year graduate students. In some cases and with special permission, a concurrent placement may be considered for advanced standing students in the part-time program.

Block--36-40 hours per week for one semester. This option is available to foundation year graduate students in the summer and to concentration year graduate students in the spring

Extended-- 18-20 hours per week for two semesters. This option is available to concentration year graduates in the spring and following summer.

Check the semesters you will be enrolled in this Practicum class: Fall Spring Summer

Are you a Child Welfare Professional Enhancement Program (CWPEP) trainee? Yes

If not, will you be applying for the CWPE Program? Yes No Maybe

For more information on CWPEP, see the OUSSW website at www.ou.edu/socialwork

Will you be submitting a proposal for Employment-Based Practicum Placement? Yes
(see PART III for proposal format)

Would a non-smoking facility present a problem for you? Yes No

Please select your four top interests in Fields of Practice using "1" to indicate greatest interest:

- _____ Aging/ gerontology
- _____ Child Welfare
- _____ Children & Families Services (including domestic violence, schools, disabilities, adoption, therapeutic foster care)
- _____ Community –Based Services
- _____ Corrections
- _____ Health (includes hospital, rehab, clinics, hospice)
- _____ Mental Health
- _____ Public Assistance
- _____ Public Health
- _____ Substance Abuse
- _____ OTHER (please specify) _____

Please indicate the four top populations with which you wish to work using "1" to indicate greatest interest:

- | | |
|--|---------------------------------|
| _____ All populations | _____ The elderly |
| _____ Children | _____ Rural populations |
| _____ Adolescents | _____ Veterans |
| _____ Families | _____ Persons with disabilities |
| _____ Adults | _____ The homeless |
| _____ Women | _____ Persons with HIV/AIDS |
| _____ Specific minority populations (please specify) _____ | |

Please indicate the top four general locations that you prefer using “1” to indicate greatest interest:

- _____ OKC metro
- _____ Tulsa metro
- _____ Norman
- _____ SE part of state
- _____ NE part of state
- _____ NW part of state
- _____ SW part of state

Please indicate the four most important factors in your placement using “1” to indicate greatest importance:

- _____ Proximity to home
- _____ Field of practice
- _____ Population served
- _____ Possibility of stipend
- _____ Need traditional hours (M-F, 8:00 a.m. – 5:00 p.m.)
- _____ Need non-traditional hours

Do you have any special needs that must be considered in your placement? If so, please indicate below:

- Disability**
- Family concerns**
- Child care**
- Transportation**
- Geographical**
- Other (please specify)**

Do you have a specific local agency or facility at which you would like to be placed? If so, indicate here: _____

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PART II**

Please select the sections applicable to you and complete the remainder of your narrative. ALL students must complete either Section I or II and Section III. Part III of the application is specifically for students requesting an Employment-Based Practicum Placement and is available on the webpage.

Section I: All Undergraduate and Foundation Year Graduate Students:

A. Describe **in detail** your previous experiences in human services, both paid and volunteer.

B. If you have previous practicum experience, please indicate **WHERE** you completed this practicum, **WHEN** you completed it, and provide a short description and evaluation of that experience.

Section II: All Concentration Year Graduate Students:

In narrative format, describe your previous practicum experience. Indicate WHERE you completed this practicum, WHEN you completed it, WHAT you did, WHAT you liked about it, WHAT you did not like about it, and WHAT, if anything, you would like to have improved in your placement during your final year of social work education.

Section III: Release of Information and Acknowledgement of Policies

Some agencies require criminal background checks of all prospective student interns. Some agencies will not accept any student with a criminal record, while others review the criminal history and make a determination of the suitability of the student for that particular site. In order to assist with recommendations for placement, you are required to respond to the following question:

Have you ever been convicted of or pled nolo contendere/no contest to a crime, either misdemeanor or felony? Yes No

In addition, some sites require information about previous work history to determine student placement, and therefore in order to assist with recommendations for placement, you are required to respond to the following question:

Have you, for any reason, ever had a professional license revoked?

Yes No

Please read, sign, and date below:

I hereby authorize The University of Oklahoma School of Social Work (OUSSW) to release the information I provided in applying for Field Instruction to potential field placement sites. I understand that I need to share with the Practicum Coordinator any personal history that might affect potential placements. Such history includes criminal background, mental, physical or sexual abuse, disability, serious physical or mental illness, or revocation of a professional license.

I also understand that any agency to which I am referred may have additional requirements for training or testing, including testing for drugs, and may require submission of medical information. Providing required information is my responsibility as is payment for tests, classes, immunizations, and background checks. I understand that an agency will refuse my placement if I do not comply with additional requirements and may deny a placement due to the results of required testing or my personal history.

Furthermore, I understand that I am responsible for my own transportation to and from my placement and for my own automobile insurance. I understand that according to policy of the OUSSW, students may be placed within a 50 mile radius of the campus.

I understand that I am responsible for obtaining Professional Malpractice Liability Insurance and that my policy is to remain in effect for the duration of my practicum. I agree to provide copies of my policy to the Practicum Coordinator and, if requested, to my Practicum Instructor.

While I acknowledge that the OUSSW Practicum Program will make every effort to place me in a beneficial setting, I also understand that the OUSSW cannot insure that I successfully complete my placement, which as a part of my required coursework, is my academic responsibility.

Student signature

Date

REMEMBER: YOU ARE REQUIRED TO ATTACH A COPY OF YOUR CURRENT RESUME AND A PERSONAL PROFESSIONAL STATEMENT. APPLICATIONS ARE NOT COMPLETE AND WILL NOT BE CONSIDERED WITHOUT THESE ATTACHMENTS.

EXAMPLES ARE AVAILABLE ON THE WEBSITE AT WWW.OU.EDU/SOCIALWORK/PRACTICUM.

See the application process page