

2019-2020 BSW Field Internship Application

PLEASE READ THESE INSTRUCTIONS BEFORE YOU START YOUR APPLICATION

- * Please complete the entire application and submit it by Friday, February 1, 2019.
- * It takes approximately 45 minutes to complete the application. It is not possible to save your progress and return to complete the application so make sure you have allocated enough time to complete this task.
- * If you wish to go back to a previous page to make changes, click the Back button at the BOTTOM OF THE FORM. ****DO NOT CLICK THE BACK BUTTON IN YOUR BROWSER as this will send you to the beginning of the application and you will lose all your progress.
- * Be prepared to provide an electronic copy of your current Driver License (you can scan it or take a picture of it with your smart phone, and attach the file/photo to this application when prompted).
- * Once you submit your application, you will receive a confirmation email with a summary of your application information. This email will only be sent once you reach the end of the application, after providing your electronic signature and clicking "Submit"
- * After submitting this application, you must sign-up for a field pre-placement interview with field faculty. A link to schedule the interview will be sent to you once you submit your application.
- * If you encounter any issues completing this application and are not able to submit it in this format, you can download and print a PDF version of this application at <https://www.apu.edu/bas/programs/bsw/fieldeducation/> and submit it to the BSW Program Office in Wynn 206 by February 1, 2019.

* Required

1. **Email address ***

Student Information

2. **First Name ***

3. **Last Name ***

4. **Student ID# ***

5. **APU Email Address ***

6. Date of Birth *

Example: December 15, 2012

7. Gender *

Mark only one oval.

- Male
- Female
- Other: _____

8. Phone Number *

###-###-####

9. Local Address (Enter full address, including house number, street, city and zip code) *

10. Permanent Address (Enter full address, including house number, street, city and zip code) *

11. If you plan to move prior to field placement, please give the approximate date and geographic location *

If you are not planning to move, please type N/A

12. Name of Emergency Contact Person *

13. Phone Number of Emergency Contact Person *

###-###-####

14. Please upload an electronic copy of your government issued photo ID (scanned image or photo). Please make sure all information is clear and visible. Blurry images will not be allowed. *

Files submitted:

Academics

15. Cumulative GPA *

16. OSCE Score (Final OSCE Grade) *

Professional Experience

17. Please upload your most up-to-date resume ensuring all relevant experience is included. *

Files submitted:

Current Employment

18. Are you planning to work during the school year while interning? *

Mark only one oval.

Yes

No

19. Place of Employment and Address *

20. Employment Status *

Mark only one oval.

Full-time

Part-time

N/A

21. Number of Hours Worked per Week *

22. Explain how you will fulfill your field work commitment of 16 hours per week, on two weekdays, during normal working hours. *

Field Placements

23. **The Joni Eareckson Tada scholarship awards \$3500 specifically for a social work or practical theology student who has a passion for working with persons with disabilities. As part of the award you must commit to taking next fall SOCW 420: Suffering: Theological and Practical Perspectives on Disability and completing your internship in a setting that services persons with disabilities, whether physical, cognitive, or persistent mental illness. The application will be sent to students via email on 1/21/18 and due on 2/1/18. If you plan to apply, please select field populations and placement areas of interest accordingly. Will you be applying to the Joni Eareckson Tada Scholarship? ***

Mark only one oval.

- Yes
 No

24. **Select the THREE areas that interest you the MOST ***

Check all that apply.

- Child Welfare
 Foster Care/Adoption
 Healthcare/Medical
 Hospice
 Mental Health
 Developmental Disabilities
 Domestic Violence
 Substance Use Treatment
 Older Adults
 Homelessness/Housing Services
 Forensics/Criminal Justice
 Veterans/Military Services
 School-Based Services
 Local Government/Policy
 Immigration
 Other: _____

25. Select the THREE areas that interest you the LEAST *

Check all that apply.

- Child Welfare
- Foster Care/Adoption
- Healthcare/Medical
- Hospice
- Mental Health
- Developmental Disabilities
- Domestic Violence
- Substance Use Treatment
- Older Adults
- Homelessness/Housing Services
- Forensics/Criminal Justice
- Veterans/Military Services
- School-Based Services
- Local Government/Policy
- Immigration
- Other: _____

Placement Considerations

26. Will your schedule permit you to be available for field on evenings if needed? *

Mark only one oval.

- Yes
- No

27. Will your schedule permit you to be available on weekends if needed? *

Mark only one oval.

- Yes
- No

28. Would you prefer to be placed at a faith-based agency? *

Student preference will be taken into account during the matching process, although no guarantees can be made.

Mark only one oval.

- Yes
- No

29. Any special considerations for field placement? *

Conflict of Interest

30. **Do you anticipate any conflicts of interest with regard to field placements? Please explain. ***

Examples: 1) you or a family member may receive services at an agency in which APU places students; 2) you personally know the owner of the group home in which students intern.

Social Work Career Goals

31. **Describe the client population and type of agency in which you plan to work when you graduate from this program. ***

Self-awareness

32. **Discuss what you know about yourself, particularly areas of strength as well as those needing growth and development. ***

33. **Describe any special interests, skills or life experiences you have had that would contribute to your field internship experience. ***

Examples: 1) Worked with people experiencing homelessness on skid row; 2) volunteered with rebuilding efforts after Katrina; 3) participated in Spanish language immersion program in Costa Rica.

Write a short response on the following:

34. a) Client situations that you believe would be most challenging possibly due to personal conflicts, past trauma, or differing work styles. *

35. b) Situations that you most thrive in. *

36. c) Identify the areas where you would like to grow and improve. *

Past History or Special Circumstances

37. Please explain any personal, family, health/mental health issues of concern that might affect your ability to fulfill field requirements at the agency or client population you will be serving. Describe any reasonable accommodations you may need. *

Please indicate if none.

Language Skills

Other than English

38. Are you fluent (verbally and/or written) in any other languages? *

Mark only one oval.

Yes

No Skip to question 49.

Language 1 Skills

39. What language is that? *

40. Rate your **VERBAL** fluency for this language on a scale 1-5, where 1 means "least fluent" and 5 means "most fluent." *

Mark only one oval.

	1	2	3	4	5	
Least fluent	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Most fluent

41. Rate your **WRITTEN** fluency for this language on a scale 1-5, where 1 means "least fluent" and 5 means "most fluent." *

Mark only one oval.

	1	2	3	4	5	
Leas fluent	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Most fluent

42. Can you conduct interviews and assessments in this language? *

Mark only one oval.

- Yes
 No

43. Can you write reports in this language? *

Mark only one oval.

- Yes
 No

44. Aside from the language you mentioned before, are you fluent (verbally and/or written) in any other languages? *

Mark only one oval.

- Yes
 No Skip to question 49.

Language 2 Skills

45. What is that other language? *

46. Rate your **VERBAL** fluency for this other language on a scale 1-5, where 1 means "least fluent" and 5 means "most fluent." *

Mark only one oval.

	1	2	3	4	5	
Least fluent	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Most fluent

47. Rate your **WRITTEN** fluency for this other language on a scale 1-5, where 1 means "least fluent" and 5 means "most fluent." *

Mark only one oval.

	1	2	3	4	5	
Leas fluent	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Most fluent

48. Can you conduct interviews and assessments in this other language? *

Mark only one oval.

- Yes
 No

49. Can you write reports in this other language? *

Mark only one oval.

- Yes
 No

Technical Standards

The following is a description of the technical standards that establish the essential qualifications required for safe and competent performance of the duties and skills needed in the social work profession.

If a student believes that he or she cannot meet one or more of the technical standards, with or without accommodations or modifications, APU will determine, on an individual basis, whether necessary accommodations or modifications can reasonably be made.

Students must have and maintain:

1. Physical strength and stamina to perform satisfactorily in classroom and social work agency settings.
2. Physical mobility to transport to and from their classroom, field internship agency, and additional field meeting sites.
3. Functional use of the senses to acquire and integrate data in order to conduct accurate observations in the classroom and in field settings.
4. Language competence to communicate effectively with faculty and students, agency staff, clients, and other professionals.
5. Reading and comprehension skills at a level and speed to respond to reports and other written documents in a timely manner.
6. Writing skills at a college level and produced within a timely manner.
7. Cognitive abilities to interpret objective and subjective data, and functional use of abstract reasoning to problem-solve.
8. Mental adaptability to work under pressure in emotionally charged situations and unpredictable environments, and to demonstrate an acceptable handling of conflict without overt emotional display or aggression.

50. Please type your your initials to indicate that you read the technical standards *

Field Readiness

In addition to the technical standards, BSW field faculty will assess student readiness/appropriateness for field internship in the following areas: professional demeanor, use of supervision (in classroom or field internship), self-awareness/self-regulation, and academic preparedness. Please review the following expectations so that you are familiar with the content.

In the space provided below, explain in your own words any feedback or concerns your social work professors have communicated to you related to any of these areas listed below. This information is helpful to field faculty when consulting with your professors for field placement assessment.

PROFESSIONAL DEMEANOR

Demonstrate professional conduct in the classroom, service learning and field by:

- Demonstrate respect for peers in oral and written communication.
- Demonstrate respect for others evidenced by attitude, dress and topics of discussion.
- Adhering to policies and procedures of the faculty and/or field site.
- Professional behavior and ability to exercise judgment when interacting with agency personnel, community members, clients.
- Maintaining professional boundaries (NASW code of ethics) with all individuals encountered in these settings.

USE OF SUPERVISION (IN CLASSROOM OR FIELD INTERNSHIP)

Demonstrated by:

- Display an attitude that is open to learning.
- Reaction to feedback is mature and professional in manner.
- Behavior reflects motivation to integrate feedback into practice.

SELF-AWARENESS/SELF-REGULATION

Demonstrate self-awareness and professional communication skills by:

- Ability to develop and maintain collegial interactions with faculty and peers.
- Demonstrate self-awareness by compensating for biases that may negatively affect other.

ACADEMIC PREPAREDNESS

Ability to integrate classroom content and transfer of knowledge and skills to a professional setting evidenced by:

- Demonstrate academic integrity
- Demonstrate well developed oral and written communication skills
- Demonstrate critical thinking in analysis and support of information
- Demonstrate consistent attendance and ability to cognitively track content and follow instructions.
- Consistently comes to class/internship adequately prepared and punctual.
- Meeting assignments deadlines and consistent attendance.

51. **Please type your your initials to indicate that you have read and understand the elements of field readiness ***

52. **EXPLANATION OF FEEDBACK (if applicable):**

Transportation

CONDITIONS:

- a) Students are responsible for providing transportation to and from their field agency.
- b) Students can expect an average driving time of 45 minutes (each way) between residence and field

agency.

- c) Prior to entry into field, students who plan to drive must be prepared to show proof of a valid CA driver's license, automobile registration, and insurance meeting the State of California minimum requirements.
- d) Students must maintain coverage throughout the entire fieldwork period.
- e) Students who wish to maintain their out-of-state driver's license must verify that it is accepted by the field agency.
- f) Students who plan to drive but fail to provide proof or coverage to field agency, will not be placed in a field agency.

53. Do you plan to drive to your field agency? *

Mark only one oval.

Yes

No *Skip to question 54.*

Plan to Drive to Field Agency

CONDITIONS:

- a) Students are responsible for providing transportation to and from their field agency.
- b) Students can expect an average driving time of 45 minutes (each way) between residence and field agency.
- c) Prior to entry into field, students who plan to drive must be prepared to show proof of a valid CA driver's license, automobile registration, and insurance meeting the State of California minimum requirements.
- d) Students must maintain coverage throughout the entire fieldwork period.
- e) Students who wish to maintain their out-of-state driver's license must verify that it is accepted by the field agency.
- f) Students who plan to drive but fail to provide proof or coverage to field agency, will not be placed in a field agency.

54. You indicated that you plan to drive to and from your field agency. Please type your your initials to indicate that you accept the above conditions. *

Skip to question 55.

Not Planning to Drive to Field Agency

Please be advised, lack of ability to provide personal transportation will severely limit field placement opportunities. This may mean that you are not placed in a field area of interest. While the BSW Program Coordinator will work to secure field placement referral, in rare circumstances, this may also mean that there is not an immediate placement option.

55. You indicated that you are not planning to drive to your field agency. Please explain what transportation plans you have in place to go to and from your field agency. *

Disability/Special Needs

The APU Department of Social Work requests that students with special needs disclose their need for accommodations to field faculty and register with the APU Learning Enrichment Center so that reasonable accommodations can be made.

Students are advised that non-disclosure of conditions that may impact students' ability to meet academic and field education requirements may result in difficulty securing a field placement or potentially failing to progress in field.

Disclosure allows for faculty to engage in an interactive process with the student to determine reasonable accommodations or modifications. Please review the attached Social Work Department Technical Standards that establish the essential qualifications required for safe and competent performance of the duties and skills needed in the social work profession (MSW Student Handbook pp. 19-20). APU Learning Enrichment Center (LEC), (626) 815-3849; <http://www.apu.edu/lec/>).

56. Please type your your initials to indicate that you have received this information *

Background and Health Checks

Most field agencies request security clearance evaluations, background checks, Live Scan fingerprinting, random drug screens, physical examinations, TB tests, immunization verifications, valid CA driver's license, etc. as requirements for their field placement to insure the suitability of interns for placement and final internship confirmation. Also, agencies may require random drug screenings at any time during the academic year for continued internship eligibility. Some agencies may not cover the cost of background and health checks, therefore, students are responsible for all related fees.

57. Please type your your initials to indicate that you will consent to these agency requirements as conditions of your field placement confirmation *

Liability Insurance

While in field internship, students are required to carry liability insurance in the minimum amount of \$1,000,000 individual and \$3,000,000 aggregate. Insurance must be purchased prior to the student entering field internship. A list of reputable social work insurance carriers is provided to the students during the field placement period. A copy of the liability insurance certificate of coverage must be submitted to the BSW Coordinator of Field Education/Director of Field Education in the respective Program office, as well as to the field agency if requested, before the onset of the academic year. Failure to provide current liability insurance will result in a late start in field internship and/or revocation of the field internship at the discretion of the field agency. Insurance providers include:

National Association of Social Workers (NASW) www.naswassurance.org

Healthcare Providers Service Organization www.hpso.com

North American Association of Christian Social Workers (NACSW) www.nacsw.org

58. Please type your your initials to indicate that you accept the above conditions. *

Disclosures

Field placements must be planned in accordance with state and federal laws and with consideration of field agency policies, including the best interest of clients. As a prospective student, students must pass security clearances, background checks, and health evaluations before placement confirmation occurs. Background checks may reveal misdemeanor/felony convictions, either in the U.S. or in other countries, including driving under the influence (DUI), acts of fraud, child abuse, elder abuse, domestic violence, assault, registration as a mentally disordered sex offender, or having any professional license revoked.

Students who have a history of any of the above should be aware that they:

- 1) may encounter barriers in the field placement process and experience delay in the field practice course(s)
- 2) may be excluded from obtaining field placements and/or professional social work employment; and/or
- 3) may not be able to receive a License in Clinical Social Work (LCSW) from the State of California.

It is the student's responsibility to disclose any such information to the field faculty and their prospective field agency during the field placement process.

59. **Please type your your initials to indicate that you have read this statement ***

60. **Please indicate if there are any issues mentioned above that you would like to discuss with a field faculty ***

Mark only one oval.

- Yes, I wish to discuss these issues
- No, I have no need to discuss these issues

Field Application Agreement

The following statements are in accordance with the APU Department of Social Work policies and procedures. For detailed information, please refer to the Field Education Manual.

61. **I verify that the information provided in the application is, to the best of my knowledge, true and accurate. I acknowledge that any misrepresentations or omissions on my part may affect my eligibility for field internship in the upcoming academic year, and thus, the corresponding social work courses, or may result in a delay in graduation or termination from the program. I understand that failure to comply with field internship procedures may result in a delay in field assignment or disenrollment from field internship. ***

Please read statement carefully and enter your initials below to acknowledge acceptance.

62. **I understand that the Department of Social Work and the sites that accept students for field internships work closely together to provide me with an opportunity to meet the learning objectives of the field education courses in which I enroll and then to evaluate my progress toward meeting them. To this end, field education staff, field instructors, and faculty may share information about my work at the field site. I hereby give consent to the APU Department of Social Work, field faculty, and any agency that is willing to accept me an intern, to discuss my education record as needed to comply with university contractual obligations. ***

Please read statement carefully and enter your initials below to acknowledge acceptance.

63. I understand that most field agencies willing to accept social work student interns, in order to protect their clients, request background checks, Live Scan checks, random drug screens, and health examinations, TB tests, and immunization verification. I understand that, if I refuse to participate in these screenings, or if I fail them, I may be ineligible for an internship for the academic year. I understand that the field agency may notify the Department of Social Work field faculty of significant results of background checks or screenings. I also understand that the field faculty may request to meet with students in this situation to determine the next steps regarding their field placement status *

Please read statement carefully and enter your initials below to acknowledge acceptance.

64. I will inform the Department of Social Work if I have a potential dual relationship with person(s) in any of the assigned agencies, and agree to be placed in a new agency. Examples of dual relationships include: you have a personal relationship with someone at the agency, whether friend, relative, or client. *

Please read statement carefully and enter your initials below to acknowledge acceptance.

65. I acknowledge that I am eligible to purchase health insurance through APU and understand that my assigned field agency may request proof of health coverage *

Please read statement carefully and enter your initials below to acknowledge acceptance.

66. I acknowledge that I have read the National Association of Social Workers (NASW) Code of Ethics (www.socialworkers.org) and verify that I will abide by them in professional practice. This includes demonstrating competence; acknowledging dignity; displaying integrity; demonstrating the importance of human relationships; providing service; and advocating for social justice. Failure to comply with these integral principles of the profession may result in non-eligibility for field internship and thus, the social work degree. *

Please read statement carefully and enter your initials below to acknowledge acceptance.

67. I agree to fulfill my responsibilities in the field intern role as per the policies and procedures of the APU Department of Social Work, and will maintain professional conduct at all times. I acknowledge that the Department of Social Work has a field internship termination policy and procedure. A field agency has the right to terminate an intern if a situation occurs in which the clients' well-being and safety are at risk as a result of the intern's actions. If termination occurs, I will participate in termination procedures in a professional manner, as designated by the Department of Social Work and as expected by the agency. I understand that, should I terminate or be terminated prematurely due to my own actions, the Department of Social Work may not be able to locate another suitable field agency for me, therefore my field internship may be delayed at least one year. *

Please read statement carefully and enter your initials below to acknowledge acceptance.

Mandatory Field Orientation Meeting

Prior to the start of field internship, all social work students (BSW/MSW) must attend a mandatory field orientation meeting. The purpose of this 1-day orientation and training is to prepare students for their entrance into field internship. Topics for the training cover content area such as the overview and expectations in the field, legal and ethical mandates, professional conduct, sexual harassment, bloodborne pathogen training*, safety in the fieldwork setting, field documentation requirements, faith integration, cultural humility, and self-care. The orientation and the online modules provide an opportunity for students to become acquainted with the policies and procedures contained in the Department of Social Work Field Education manual. This mandatory training will be held on Friday, March 29, 2019, from 3-6 pm in Wynn 2.

*A portion of this training may require completion of online certification. It is the responsibility of the student to complete the training once provided the information from the BSW program. Please note that failure to do so may result in delay the start of field internship and jeopardize timely completion of the field education requirement.

68. Please type your your initials to indicate that you accept the above conditions. *

Student Signature

I, the applicant for this Field Internship Application, warrant the truthfulness of the information provided in this application

69. **Electronic Signature ***

Please type your first and last name

70. *

Check all that apply.

I understand that checking this box constitutes a legal signature confirming my acknowledge and agreement.

A copy of your responses will be emailed to the address you provided

