

*Appendix A*

**Long Island University, Brooklyn Campus  
BASW Program  
Application for Field Placement**

Name: \_\_\_\_\_

LIU Student ID #: \_\_\_\_\_

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

Telephone numbers (home, cell and work): \_\_\_\_\_  
\_\_\_\_\_

Email address: \_\_\_\_\_

Foreign Language Fluency (list languages and degree of fluency): \_\_\_\_\_  
\_\_\_\_\_

Have you completed the general education courses and Social Work foundation courses necessary to begin fieldwork? Yes \_\_\_\_\_ No \_\_\_\_\_

Anticipated date of graduation: \_\_\_\_\_

**Professional Foundation Courses Completed**

		Semester		Grade	
SWK 101	Introduction to Human Services and Social Work				
SWK 116	Diversity (or SOC 112, Race and Ethnicity)				
SWK 114	Social Welfare Institutions				
SWK 115	Social Welfare and Public Policy				
SWK 123	Human Behavior in the Social Environment I				
SWK 124	Human Behavior in the Social Environment II				
SWK 170	Social Work Practice I				
SWK 171	Social Work Practice II				

GPA \_\_\_\_\_ Number of credits earned (not including spring) \_\_\_\_\_

Do you have a car? Yes No Driver License/State \_\_\_\_\_

What are your plans after graduation? \_\_\_\_\_ graduate study in social work  
\_\_\_\_\_ graduate study in another field \_\_\_\_\_ work in social services

Other: \_\_\_\_\_

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***Other Colleges and Universities Attended      Dates Degree?      Major and Minor***

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Social Work Experience: List any social-work related experience you have had (voluntary or paid). Include field experience completed for SWK 99.

Employer	Position	Dates	Duties
SWK 99 Placement:			

Other Paid Work Experience:

Employer	Position	Dates	Duties

*Please attach your resume!*



**Risk Management:**

Your acceptance into certain field placements may be dependent on a criminal background check, and/or the ability to meet requirements concerning health insurance, immunization, documentation (usually required in health care settings), and/or checking on your auto liability insurance (if you use your personal vehicle in transporting agency clients, etc.). It is advised that you discuss these issues with the potential field instructor and/or agency representative at the time of your interview. Furthermore, some field placements may reside at locations that involve potential risks to your health and safety. You are advised to discuss the management of these risks (that is, for example, protocol for handling violent clients) with the appropriate field instructor or agency representative. As a student intern, it is your responsibility to become informed and to comply with the agency's policies and practices to minimize any risks to your safety.

Students desiring entrance into a health-care profession or occupation should be aware that the presence of a criminal record can result in the inability to meet either program objectives and/or licensing/certification/registration requirements. Moreover, a clinical site may prevent a student from participating in a clinical rotation should a background check reveal a criminal conviction. To the extent that you feel that a past experience may have a negative impact upon your ability to complete this program and obtain licensure, please bring this to our attention.

An important part of your professional education is acknowledging the limits of your knowledge and skills and avoiding situations that are not in your area of competence. Should any questions arise requiring knowledge or skill that you are lacking, you must see your field instructor and/or field liaison immediately.

**Acknowledgement:**

I have carefully read this document and truthfully responded to its questions. I understand and accept the risks – including personal injury, illness and even death involved in field placement. I also understand that it is my responsibility to purchase malpractice insurance (this is billed to your tuition bill automatically) and become apprised of and comply with all agency policies and practices concerning my safety and welfare in the field. Furthermore, I understand that the Department of Social Work, the Field Instruction Office, and the agencies that accept students for placement work closely together to provide me with opportunities to meet the learning objectives of the field instruction course for which I am applying, and then to evaluate my progress toward meeting them. To this end, field instructors, field liaisons, faculty, and administrators may share information about my work in the placement site.

Ask any questions before signing.

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*Student Signature*

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*Date*

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*Print Name*

*Revised 9/2011*