**Process for Applying and Being Matched To a Field Agency:**

1. **Read the Bachelor of Social Work Field Education Manual** which is available on the University of Toledo Social Work Program Website at: <http://www.utoledo.edu/hhs/socialwork/undergrad_program.html>**.** The Field Education Manual contains the description, requirements, responsibilities, policies and procedures of the Field Experience Program. The manual is used by the student, faculty and the field placement staff throughout the senior field experience sequence. The Attachment Section of the Field Education Manual contains the required **Senior Field Placement Application** form necessary to apply for Senior Field Placement. Within the application the student is required to sign a statement of understanding certifying they have read, understand, and agree to comply with the terms as specified in the Bachelor of Social Work Field Education Manual.
2. The student applicant is required to **(1) complete the Senior Field Placement Application form; (2) attach a Resume; and (3) submit these documents to** **the BSW Field Director** **by the last Monday in the month of February prior to the fall semester in which the student anticipates being eligible for senior field placement.** The application will not be processed if any information is missing. The application forms can be found and downloaded from the Attachment Section of the Field Education Manual at the University of Toledo Social Work Program Website: <http://www.utoledo.edu/hhs/socialwork/undergrad_program.html>**.**
3. **The BSW field director will review all applications**, and in consultation with the social work program faculty, will assign each student to a field placement. The BSW field director may contact the student to obtain further information or clarification.
4. **The BSW field director will notify the student regarding his/her assigned field placement,** the name of the field placement’s contact person (which usually is the field instructor) and the field placement’s phone number. In most cases the student should receive this information by the end of June. In some situations it may take longer to make the necessary arrangements.
5. **Immediately set up the field placement interview.** Upon receiving the field placement information and referral the student is to contact the field placement contact person and set up a date and time for an interview. The student is to advise the BSW field director of the date and time of the interview.
6. **Prepare for the agency interview**. The interview is very important in finalizing the field placement assignment and should be handled like an employment interview. Thus the student should dress in appropriate professional attire and take a copy of his/her resume and projected fall schedule. The student will need to determine if her /his schedule will accommodate the days and hours during the week that he/she will expected to be at the field placement in order to gain the maximum experience from the available learning opportunities at the field placement. The field placement contact person and the student will determine together whether the student and the field placement is a suitable match. The student should be prepared to answer questions regarding his/her educational and career related experiences and goals, and why he/she might desire that field placement. The student should also be prepared with questions regarding the field placement’s expectations of the student and the type of learning experiences and opportunities that will be made available to the student. Some field placements require police record checks, health screens, etc. If these are required, the student must have results of any testing or record checks available to the field placement according to their policies and procedures before the first day of classes in the fall semester. The student will be responsible for costs not covered by the field placement.

If the student has a criminal record it is recommended that the student discuss these issues at the time of the interview.

If the student has a verifiable disability and needs for the field placement to provide reasonable accommodations, the student should discuss this issue at the time of the interview. The BSW field director will be available to work with the student and the agency.

1. **Complete the BSW Field Placement Confirmation Form.** Before the end of the interview the field placement representative is to complete the BSW Field Placement Confirmation form. This form will be signed by the student and the field placement representative to indicate whether or not both parties are in agreement with the field student and field placement match.
2. **Submit the BSW Field Placement Confirmation form to the BSW field director.** The placement process is completed when the BSW field director receives the Field Placement Confirmation form indicating that the student and the field placement agree to the placement. The field contact person may mail the form to the BSW field director or the student may return the form to the BSW field director.
3. **If mutual agreement is not reached**, the student will be assigned to a second field placement and repeat steps 4 through 8 listed above. Please note that at this point the choices in agencies will be limited. If the student is not accepted by a second field placement or the student does not accept a second field placement match, the BSW field director will meet with the student to discuss, assess, and try to resolve the situation. The BSW field director may at that time decide to either try a third and last referral field placements match or delay the entry into the senior field experience for one year. If a one-year delay occurs, the student will be required to reapply for senior field placement.
4. **Malpractice insurance is provided by the University of Toledo** for each student in their field placement.
5. **Mandatory Senior Field Orientation.** To properly prepare students for entry into their field placement and to understand the senior field course requirements the senior field students are required to attend an orientation session prior to beginning their field placement. The orientation is held the Sunday prior to the first day of fall semester, on campus to review procedures and required documents for the first week of internship and to answer any questions so the students are adequately prepared for a successful first week and semester. Student may not be able to begin their field placement if they have not attended this orientation session.