SENIOR FIELD EXPERIENCE APPLICATION AND MATCHING PROCESS

The senior student applicant is to adhere to the following process in order to assure a timely assignment to a field agency. Please note that the BSW field coordinator will make the agency contacts for placing students. **Under no circumstances should a student make contact with an agency representative** without prior discussion with and approval from the field coordinator.

In order to provide appropriate supervision and experiences that meet the field experience learning goals and objectives the majority of agency placements require that the senior field student be available during weekday and daytime hours. Some agencies may have some early evening hours available. Therefore it is required that the senior field placement applicant arrange his/her schedule so that he/she will be available to fulfill the required 16 field hours per week during weekdays and daytime hours.

A solid effort will be made to place the student in his/her area of interest, however, the student’s choice of agency is not guaranteed. It is important to note that our social work program is dedicated to preparing the student as a generalist social work practitioner as opposed to preparing the student as a specialist in one particular area. It is the program’s primary responsibility to match the student with a field agency that is able to provide a generalist practice experience, appropriate supervision, and the opportunity to master the field experience learning competencies. However the social work program will make every effort to place the student in an area of practice that is of particular interest to the student. The student may request a specific agency; however there is no guarantee that the student will be matched with that particular agency. It is of major importance that the student identifies and clarifies his/her interests in the application form. The field coordinator will then work toward placing the student in an agency that matches her/his interests, the requirements of the agency, and the requirements of the social work program.

Students who have been convicted of a felony or a first-degree misdemeanor may encounter limited field experience opportunities. An increasing number of field agencies screen applicants for criminal records and do not accept interns who have a criminal record. The field coordinator also screens for criminal history through the application process. If a student has a criminal history it is recommended that the student at the time of entry into the Social Work Program discusses his/her circumstances with the BSW Program Director and again with the field coordinator in the process of applying for field placement to determine an appropriate field agency. The student with a criminal record is advised that such a record may also affect his/her eligibility for any licensure through the Counselor, Social Worker and Marriage and Family Therapist Board. Please refer to the Ohio Laws and Rules Governing the Practice of Counseling and Social Work at: [http://www.cswmft.ohio.gov/](http://www.cswmft.ohio.gov/)

Students who have a verifiable physical or mental disability and who need accommodations in their field placement should indicate this information in their Senior Field Experience Application. The student should also register with the Office of Accessibility, which will work with the Social Work Program in assessing the need for accommodations and in making arrangements for appropriate accommodations in the field agency.
The student is welcome to contact the field coordinator by phone, stop in during office hours, or make an appointment to discuss any concerns or questions regarding his/her field placement at anytime, but especially throughout the following steps of the application and matching processes.

1. The student applicant is required to (1) complete the Senior Field Placement Application form; (2) a Resume; and (3) submit these documents to the field coordinator 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 University of Toledo Social Work Program Website: http://www.utoledo.edu/eduhshs/depts/cjsw/socialwork/undergrad_program.html

2. The field coordinator will review all application forms, and in consultation with the social work program faculty will assign each student to a field agency. The field coordinator may contact the student to obtain further information or clarification.

3. The field coordinator will notify the student regarding his/her assigned field agency, the name of the agency contact person (which usually is the field instructor) and the agency 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.

4. Immediately upon receiving this information, the student is to set up a date and time for an interview with the agency contact person.

5. The interview is very important in finalizing the field placement assignment and should be handled like an employment interview. The student thus should dress in appropriate professional attire and take a copy of his/her Senior Field Experience Applicant Resume, which includes his/her 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 agency in order to gain the maximum from the available learning opportunities at the agency. The agency contact person and the student will determine together whether the student and agency 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 agency’s expectations of the student and the type of learning experiences and opportunities that will be made available to the student. Some agencies 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 agency 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 agency.

6. Before the end of the interview the agency representative is to complete the Field Placement Confirmation Form. This form is to be signed by the student and the field agency representative indicating whether or not both parties are in agreement with the field student and agency match.
7. The placement process is completed when the field coordinator receives the Field Placement Confirmation form indicating that the student and the agency agree to the placement.

8. Malpractice insurance is provided by the University of Toledo for each student in their field placement.

9. If mutual agreement is not reached, the student will be assigned to a second agency and repeat steps 3 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 agency or the student does not accept a second agency match, the field coordinator will meet with the student to discuss, assess, and try to resolve the situation. The field coordinator may at that time decide to either try a third and last referral agency 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.

**SENIOR FIELD ORIENTATION**

Prior to beginning the Social Work Field Experience II, the student will be oriented to the senior field experience through periodic communications using the Senior Class Email Contact List. The Sunday prior to the first day of fall semester, a mandatory orientation meeting will be held on campus to complete the process.