

# PSU : School of Social Work

[FIELD HOME](#)

## Advanced Placement Application Form

**APPLICATION INSTRUCTIONS:** Please upload your resume and complete the form in one sitting (it cannot be saved), then submit it electronically.

### RESUMÉ

Attach resumé:

**Note:** Your placement application will not be submitted unless your resume is attached in PDF format.

### PROGRAM

Please choose your MSW program option:

Portland Option

Online Option

Central Oregon Option

Eugene Option

Child Welfare Education Program / Culturally Responsive Leaders

I have applied

I have been accepted

Behavioral Health Integration Program

I have been accepted

### CONTACT INFORMATION

First Name

Last Name

Pronouns

Primary Phone

Secondary Phone

Revised 2023-24

Street Address

City, State, Zip

PSU ID

Your PSU email will automatically be entered when you submit the form. Please note that email is our primary mode of communication, and we expect you to check it regularly. All students must use the PSU email address -- {ODIN name}@pdx.edu.

Will you live in the same place during the academic year?

Yes

No

If No, in what area do you expect to live?

It is essential that we be able to contact you about your field placement during the summer. Please notify the SSW immediately if your contact information changes. The Field team attempts to place students as close to their preferred geographical area as possible; however, students may be placed in field agencies up to a 50 mile radius of their residence.

## PORTLAND CAMPUS AND ONLINE STUDENTS

This boxed section is for Portland campus and Online students only. If you are a Distance Option student, please skip to the section below the box.

### ADVANCED PRACTICE CONCENTRATION

Clinical Social Work Practice \*

Macro Social Work Practice

\* Due to regional approaches to School/Community partnerships, it may not be possible to secure a healthcare placement outside of Oregon. Therefore, any out of state student who lists healthcare placements on their Placement Identification Form should also identify non-healthcare placements.

---- END OF SECTION FOR PORTLAND CAMPUS AND ONLINE STUDENTS ----

# ALL STUDENTS: (CAMPUS, ONLINE, AND DISTANCE OPTION), PLEASE COMPLETE THE REMAINDER OF THIS APPLICATION.

## MSW SPECIALIZATIONS

Students in all program options can pursue the School Social Work License (SSWL) and the Certificate in Gerontology; only Campus based students can pursue the dual degree MSW/MPH; please check all that apply)

I am pursuing the [K-12] Oregon School Social Work License (All program options) \*

I am pursuing the Graduate Certificate in Gerontology (All program options)

I am a dual degree MSW/MPH Health Promotion Candidate (Portland Campus only)

I am a dual degree MSW/MPH Health Management & Policy Candidate (Portland Campus only)

\*Students planning to be a School Social Worker and entering their advanced placement must have already enrolled for the SSWL before their generalist field placement. Advanced Standing students must enroll for the SSWL before the Advanced Placement match is made. Remember, the SSWL is different from becoming a licensed clinical social worker (LCSW) post graduation.

(For more information, please refer to the MSW Specializations page on our website.)

## PROGRAM & PAST PLACEMENT INFORMATION

Who is your current Faculty Liaison? (Does not apply to Advanced Standing or transfer students)

Where was your B.S.W. or 1st year M.S.W. Placement setting?

Organization:

Field Instructor:

Describe primary field assignments including populations served and social work roles and

methods.

## EMPLOYED SOCIAL WORK INTERNSHIP OPTION (ESWI)

I am planning to apply for an ESWI

Note: For students who are CURRENTLY employed in a social service organization, you must submit an ESWI Interest Form at the same time as submitting this application. Your ESWI Application will be due one month after you submit your Advanced field placement application.

## FIELDS OF PRACTICE

We aim to place students in fields of practice that provide new learning opportunities. Please select at least three fields of practice of interest to you. The field team will attempt to identify a placement for you within one of the selected fields.

Addictions

Child Welfare

Corrections/Criminal Justice

Developmental Disabilities

Domestic/Sexual Violence

Family Services/Parenting and Early Childhood

Health Care (Many health care settings are restricted to 2nd year M.S.W. students.)

Homeless and Housing

Immigrant and Refugee Services

Justice, Equity, Diversity & Inclusion (JEDI)

Mental Health

Older Adult

Post-Secondary Education

Public Assistance/Self Sufficiency (not Child Welfare)

School Social Work

Veteran Services

Other (explain in textbox below)

## POPULATION

Select at least three population groups of interest to you.

Children

Adolescents

Adults

Older Adults

Families

Communities

Organizations

No Preference (explain in textbox below)

Other (explain in textbox below)

## ADVANCED PLACEMENT PREFERENCES

Please describe the type of setting and practice activities you would prefer for your advanced placement. Include any other information that you think would help us identify a placement for you.

Please list at least three agencies/programs that you think will meet your needs. If you have identified one or more “early selection agencies” [applicable to the Portland/Vancouver metro area only], please list up to 3 additional non early selection agencies/programs.

While we cannot guarantee a specific placement for any advanced MSW student, we make every effort to match students to one of their identified choices. In the event we are not able to do this, a student will work directly with a field coordinator to identify another option that can provide learning opportunities aligned with the student's stated educational goals and interests. The purpose of the advanced field placement is to develop advanced social work skills that align with your advanced concentration.

**Please note that some placements require students to complete pre-placement screening and training including passing a 10-panel drug screen, which includes screening for marijuana/cannabinoids; CBD products may contain cannabinoids which can impact a drug screen. Federal regulations do NOT recognize legalized or medical marijuana in any state. Failure to pass a drug screen due to a positive screen for marijuana/cannabinoids will result in disqualification for certain internships.**

## OTHER INFORMATION

Some culturally and/or racially specific agencies hold a value of having providers who have shared identities with the communities they serve.

If you are interested in being matched to one of these agencies, please share what identities [and/or lived experiences] inform this interest.

If available, would you prefer field instruction with an individual whose identities [and/or lived experience(s)] align with your own?

Yes

No

If yes, please share what identities [and/or lived experiences] inform this interest.

Do you have a car?

Yes

No

Do you have a valid driver's license/insurance?

Yes

No

List any languages in which you are fluent:

Have you ever been terminated from employment?

Yes

No

If yes, please explain briefly:

Do you have a current license or certification in another field or discipline?

Yes

No

If so, what discipline or field?

Have you ever had a professional license or certification suspended or revoked?

Yes

No

If so, please explain:

## Schedule Expectations

Students need to plan to be available for placement during business hours maintained by the agency and during times when the professional staff are working and available to the student. If you work, you must have a flexible employment schedule in order to accommodate your internship schedule.

*Students cannot expect to complete all of their field hours during evening or weekend hours.* Students are expected to engage in their internship for 16 hours per week. Internship sites offering student placements solely during the evening or weekend hours are rare and sometimes nonexistent. Therefore, the School of Social Work is under no obligation to provide such placements.

Students must be prepared to attend their internship in person. We are not able to commit to or guarantee being able to identify a fully remote internship for any student. Most agency staff work on-site, though most agencies and internships now have some hybrid opportunities which provide a bit more flexibility in scheduling for students. While there may be limited availability of fully remote placements, the School has a responsibility to be aware of and responsive to the context of the practice communities with whom we partner and what they can support structurally.

Is there anything else we should know about you or anything that could be a barrier to or enhance your success in a field placement?

## CRIMINAL RECORD

The School of Social Work makes no presumptive judgments regarding the conviction history of a student and potential field placements. This policy is intended to ensure that the School of Social Work field team will make a reasonable effort to identify a suitable field agency that will provide a placement for a student with a conviction history. Students need to know that in fulfilling this effort, certain types and calendar dates of criminal convictions may result in some agencies declining to offer them a field placement. In some instances, it may not be possible for the field team to find a placement willing to interview or accept the student. In such a case it is likely that the student will be unable to complete the BSW or MSW program. If placement is not possible, the student may be referred for a Performance Review (see BSW or MSW Program Handbook).

Students are required to notify the Director of Field Education about any arrest, conviction, or pending charge that occurs subsequent to their most recent field application and/or background check.

Have you ever been convicted of any crime in any jurisdiction?

No

Yes (If yes, please supply the following information.)

I authorize the School of Social Work to share relevant information about me, including my criminal record, with prospective field placement agencies. For more info, please view: [Criminal Records and Disclosure to Potential Field Placements](#)

Offense

State

Date

Outcome

Offense

State

Date

Outcome

Offense

State

Date

Outcome

If you have more than 3 convictions, please list additional details here:

## DISABILITIES

If you are registered with the PSU Disability Resource Center (DRC), you are strongly encouraged to schedule a meeting with your DRC Access Counselor and Consultant, prior to beginning your placement, to discuss any possible accommodations related to your success in field placement.



If you are not already registered with the DRC, but believe you have a disability that you would like accommodated in the field, please schedule an intake prior to beginning your field placement. Accommodations in the field are likely to be different from classroom accommodations and are determined through a collaborative effort between the DRC, the School of Social Work, the field site, and the student. You can contact the DRC at 503 725-4150.

For more detailed information, refer to the: [Disability Resource Center Field Placement Accessibility](#).

## BACKGROUND CHECKS, IMMUNIZATIONS, SCREENINGS, AND TRAININGS

Background checks are now required by most agencies that serve as field placement sites for social work students. A student who wishes to be placed in an agency that requires a background check or other screenings or trainings will need to complete those as a condition of being placed. Some agencies prefer that students use the agency's vendor and procedures while other agencies expect students to use the School's procedure.

Additionally, students living in Oregon and interning in settings including, but not limited to, ambulatory care settings, clinics, hospitals, hospice, residential care facilities, long term or skilled nursing facilities are required by law (OAR 409-030-0100 to 409-030-0250) to comply with, and provide documentation of to the School, specific immunizations, screenings and trainings. **Please note that some placements require students to complete pre-placement screening and training including passing a 10-panel drug screen, which includes screening for marijuana/cannabinoids; CBD products may contain cannabinoids which can impact a drug screen. Federal regulations do NOT recognize legalized or medical marijuana in any state. Failure to pass a drug screen due to a positive screen for marijuana/cannabinoids will result in disqualification for certain internships.**

The School of Social Work has contracted with Castlebranch to provide School-Funded background checks, HIPAA and OSHA trainings, 10-panel drug screening, and the Medical Document Manager on behalf of agencies providing field placements for our students. If an agency will accept screenings and trainings from Castlebranch, the Field Education Program will notify the student and provide detailed information about how to order the School-funded packages. Students may be required to pay for the cost of immunizations, screenings, or trainings.

## ELECTRONIC SIGNATURES

- I understand that I must complete any additional required applications (i.e ESWI, Exception to Field Policy, etc) by due dates or it may impact the coordination of an internship for me during this academic year.

by checking this box I agree with the statement above.

- I understand that I must reply promptly (within 5-business days) to my Field Education Coordinator, or I am at risk of not being placed this academic year.

by checking this box I agree with the statement above.

- I understand that I need to plan to complete my field internship during traditional (8:00 am-5:00 pm) agency business hours with an approved credentialed supervisor to oversee my internship.

by checking this box I agree with the statement above.

- I understand that I cannot *expect to complete all of my field hours remotely*.

by checking this box I agree with the statement above.

- I understand that I may be required to travel up to 50 miles for my field placement.

by checking this box I agree with the statement above.

- I understand that I may be responsible for completing and covering the costs of any background checks, fingerprint screening, 10 panel drug screen, CPR/BLS certification, immunizations, or other required documents the agency requires through the clearance process, or my eligibility for an internship this academic year may be impacted.

by checking this box I agree with the statement above.

- I understand that the field education program will facilitate my internship and I am not authorized to negotiate my own placement with agencies. (Out of area students will be asked to complete a Placement Identification form).

by checking this box I agree with the statement above.

- I understand that there is no guarantee of a field placement in my preferred area of interest. I accept a placement of best fit.

by checking this box I agree with the statement above.

- I understand that if a significant life event occurs during the field placement process or during the academic year, which impacts my ability to begin or to continue in my internship, I must communicate with the field office immediately.

by checking this box I agree with the statement above.

- My signature on this form confirms my understanding that not adhering to any of the above conditions may result in my disqualification for an internship for this academic year.

by checking this box I agree with the statement above.

I authorize the School of Social Work to share with prospective field agencies information pertaining to me, including, but not limited to, this application, my admissions/ student file, previous classroom and field experience, and criminal background information for the purpose of identifying a required social work field internship site for me.

Signature

Date

[Submit Application](#)

School of Social Work, Portland State University