

Generalist 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 OPTION

Please choose your Program Option:

- MSW Portland Option
- MSW Online Option
- MSW Central Oregon Option
- MSW Eugene Option
- BSW Portland Option
- BSW Online Option

Child Welfare Education Program / Culturally Responsive Leaders

I have applied

I have been accepted

CONTACT INFORMATION

First Name

Last Name

Pronouns

Primary Phone

Secondary Phone

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.

SCHOOL SOCIAL WORK LICENSE (SSWL) [For MSW Students Only]:

MSW students who are interested in pursuing the [K-12] Oregon SSWL to be a School Social Worker must submit an [Intent to Enroll Form](#) to the SSWL program PRIOR to being matched to their Generalist field placement. If you check the box below, it will inform the types of internships you will be required to complete during the MSW Program. The SSWL is different from becoming a licensed clinical social worker (LCSW) post graduation.

I am interested in being eligible to pursue the School of Social Work License (SSWL)

For more information you can visit the [SSWL Overview](#)

- If accepted into the SSWL program, you will be required to complete (and pay for) TSPC (Teacher Standards & Practices Commission) mandated background check PRIOR to beginning your placement.

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 within one month after you submit your field placement application, or by August 15th for newly admitted students.

OTHER INFORMATION

Generalist internships encourage students to develop and demonstrate core generalist social work skills and competency. Students are expected to have:

- direct contact with service users (individual, family and/or group) and,
- learning opportunities at the organization and community levels

We aim to place students in fields of practice that provide new learning opportunities and exposure to the multiple contexts in which effective practice takes place. We are not able to guarantee that all student preferences can be accommodated.

In 3-5 sentences, please describe what brought you to social work and this program.

In 1-2 sentences, please describe what practice area(s) you imagine working in 5 years from now?

What is your level of social service experience:

0-2 years

2-5 years

5+ years

What specific skills or experiences do you hope to gain/practice in your first internship? (for example, case management, direct client contact, group work, grant writing, etc.)

What kind of learning environment do you prefer? (i.e. Do you like to jump in and learn by doing or do you prefer to shadow and watch first before trying something? Do you prefer a self-directed, flexible learning environment or a hands-on supervisor to structure the learning opportunities for you? Do you prefer to work on a team?)

What new opportunities (populations or social problems) interest you and why?

Is there a population or social problem you'd like to avoid and why?

If you were asked one year from now what made this a successful educational internship, what would you say?

Considering your answers to the questions above, please provide a brief bio (3-5 sentences), that includes the strengths/assets that you will bring to an internship setting. We will share your bio, along with other pertinent information from this application, with a potential community partner during the matching process.

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 12 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 are now working 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. This includes passing a 10-panel drug screen which screens 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 I may not begin my field internship, or count hours, until I have completed any required onboarding (and, if applicable, an Exception to Field Policy Request and/or an ESWI application and meeting).

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.

- For Generalist BSW and MSW students: I understand that I will be enrolled in an assigned, 3-term field seminar in conjunction with my internship hours and may not request a section change based on my work or personal schedule.

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