
It is critical for you not to miss the February 3, 2020 deadline to submit your Field Experience APPLICATION. *Meeting the deadline will ensure your eligibility for SW 489 in Fall 2020.

*Eligibility is contingent on timely submission of the APPLICATION and the fulfillment of requirements.

Silvia A. Barragán, LCSW
Director, Undergraduate Field Education
School of Social Work
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-4119
HH105
Silvia.barragan@sdsu.edu
(619) 913-2245

*This application packet is for Undergraduate Social Work Students who are eligible for the SW 489 Undergraduate Field Experience Course in the Fall of 2020.
Welcome Back for the Spring Semester!

In accordance with SDSU School of Social Work policy, the placement process for your Fall 2020 SW 489 Undergraduate Field Experience will begin this Spring Semester (as soon as you return to School). Please carefully review:

- SW 489 Undergraduate Field Experience Procedures, Process, Policies, and Guidelines
- SW 489 Undergraduate Field Experience APPLICATION (4 pages)
- SW 489 Undergraduate Field Practicum Application Course Work Summary (2 pages)
- SW 489 Undergraduate Field Experience Student Agreement
- SW 489 Undergraduate Field Experience Process Timeline
- SW 489 Undergraduate Field Experience Checklist

I recommend you review the Social Work Undergraduate FAQ’s listed on the School of Social Work Field Education website to better help you understand the process. This is the link to FAQ’s: [https://socialwork.sdsu.edu/field/student-resources/faq/sw-undergraduate-and-graduate/](https://socialwork.sdsu.edu/field/student-resources/faq/sw-undergraduate-and-graduate/)

Attached to this memo are materials that will outline the process/procedures you must follow and complete in order to be placed for your SW 489 Undergraduate Field Experience course Fall 2020. Please be mindful of all of the guidelines, instructions and due dates. At some point the information may seem redundant, but continue reading because the redundancy is intentional in order to highlight key dates and policies.

Completed SW 489 Undergraduate Field Application Packets are due: **February 3, 2020**
Complete Application via IPT.

Trust that you will successfully course through this process if you read the attached material, attend the Placement Planning Meeting, the Agency Fair, and submit the required paperwork in a timely manner.

I hope you have a wonderful Spring 2020 semester.
SW 489 Undergraduate Field Experience Procedures, Process, Policies

Procedures

The selection of your SW 489 Undergraduate Field Experience Placement is a collaborative process, involving the Student, Field Education Faculty, the Field Experience Agency, and the Field Instructor. This process usually begins the second week of the Spring Semester and consists of the following components, described in detail in this memo:

1) Attend the SW 489 Undergraduate Field Practicum Placement Planning Meeting on January 24, 2020 from 12:00-3:00PM in the Little Theatre 161. Attendance Required.
2) Complete the entire SW 489 Undergraduate Field Experience Application and submit it by Friday, February 3, 2020. The application can be found at [http://socialwork.sdsu.edu/field/](http://socialwork.sdsu.edu/field/) and it is to be completed via IPT.
3) Attend the Agency Fair on Monday, January 27, 2020 being held at SDSU Montezuma Hall from 9:00AM-12:00PM. Attendance Required.
4) Complete the Agency Referral Process and Interview.
5) Receive confirmation of field placement from Field Faculty by E-Mail and/or phone.
6) Complete onboarding summer assignment/s by date of first SW 489 Seminar.
7) Attend the required informational SW 489 Undergraduate Field Experience Orientation the first week of school.
8) Complete in a timely manner successful clearance of all background screenings requested by the field placement site.

Process

1. Undergraduate Field Experience Information Meeting & Agency Fair:

Each student who is eligible for the SW 489 Undergraduate Field Experience for the 2020 Fall Semester must attend the SW 489 Undergraduate Field Practicum Placement Planning meeting on Friday, January 24, 2020, and the Agency Fair on Monday, January 27, 2020.

2. Field Experience Application Packet:

Each prospective SW 489 student is encouraged to log onto IPT to review the field application packet prior to the SW 489 Field Practicum Placement Planning Meeting. This will help the student better understand the placement process described at the placement planning meeting.

Unofficial Transcripts: Include in your application an unofficial copy of your SDSU transcript, which includes all transferred credits. This transcript may be obtained from Web Portal and must include Fall 2019 units.

Please review each section of the application and ensure that the following items are completed and attached to the application in the following order:

- The Application
- Summary of Courses
- Unofficial Transcript
- Resume
- Student Agreement – signed and dated

IMPORTANT: 1. Please, utilize the attached Field Experience Document Checklist to ensure you complete all items in the application packet and attach all the necessary materials. You want to maximize your field placement opportunities and avoid a delay in entering the SW 489 Field Experience, so do not leave any blanks and attach all required materials. Field placement agencies may request a hard copy of your SW SW 489 Field Experience Application Packet, so I strongly recommend you print a copy of the completed application packet in the event you need to submit it to the agency.
2. Please make sure you schedule an appointment with the School of Social Work Undergraduate Student Advisor, Jennifer Cosio, [https://swgeroadvising.youcanbook.me](https://swgeroadvising.youcanbook.me) to review your social work major requirements.

3. **Placement Selection and Referral Process:**

Undergraduate students are allowed to request or select specific agencies offering internships; however, the placement process takes your educational and experiential needs, goals, objectives, and preferences into consideration and you may be in competition with other students for placement sites. We will do our best to meet your request but students must realize that not all who apply to agencies will be selected to their first choice in field placements. Students must attend the 2020 Agency Fair on Monday, January 27, 2020 on campus at Montezuma Hall from 9AM-12PM. Please Note: In accordance with the SDSU School of Social Work policy, undergraduate social work interns shall **not** use their employment site as their Field Experience Internship.

As the Field Experience Application Packet is the ONLY means by which Field Education Faculty can identify your needs, please complete these forms thoughtfully, specifying any special accommodations, restrictions, physical limitations and any problems or concerns.

After reviewing all completed applications, the Field Education Faculty will begin the placement process by contacting field placement agencies in early February. *DO NOT* contact any agency on your own without a direct referral from the Field Education Faculty.

   a) When an agency agrees to interview the student, the Field Education Faculty will make a referral to the student alerting them to contact the agency.

   b) The referral will be made either by E-mail or phone contact.

   c) You are responsible for calling and arranging an interview with the agency contact person immediately. Delay in contacting the prospective field experience agency immediately can result in a loss of opportunity or interview. Other universities (CSUSM, PLN, USC and others) are also placing interns. Long delays in setting up an interview could result in the agency filling up their internship slots before you have a chance to interview. Please be as flexible as possible in being available for an interview.

   d) For the interview, the agency representative may expect to review a copy of your SW 489 Field Experience Application Packet (*which I recommended you make prior to submitting your application*) and a resume. A resume should be a brief summary of your paid work, unpaid work or volunteer experience, education and training. It should also highlight the special skills, achievements, experiences, knowledge and potential that you would bring to an undergraduate social work internship.

   e) As part of the interview process and in order to be confirmed for the SW 489 Field Experience, agencies may request, at your expense, additional screenings, e.g. random drug screenings; health examination; verification of immunizations; TB test; security evaluations; fingerprinting, DMV validation of driver’s license; etc. In addition, agencies may require random drug screening at any time during the year. Some agencies may charge for parking.

   f) Be prepared for the interview process. Remember you are interviewing for a “professional internship.” Your internship is “service learning” and it means exactly what it says, you provide a service as you learn. The interview is the first, and sometimes the only, opportunity you will have to present yourself to the field placement agency and to learn about the agency itself, although you can Google the agency to learn what it has to offer. Therefore, arrive with time to spare and dress appropriately. During this professional encounter you will want to explore how you and the agency would work together to accomplish your educational goals, while assisting the delivery of services to the agency’s clients. Issues concerning agency workload, hours, winter break and other professional expectations should be discussed.

   g) The interview is viewed as a confirmation interview. However, the student not interviewing in a professional manner can be denied an internship placement. The student stating, “I am not interested in this particular agency and/or population” or “this was not the agency that I selected” during the interview process may not receive another referral for placement. We receive feedback from the agencies when they decline a student and...
this type of feedback is not beneficial to the student as it hinders opportunities with other agencies. Students who have received (or are receiving) services from the interviewing agency should notify Field Faculty before the interview to determine if there is a conflict of interest. The Field Education Faculty will review the circumstances. Agencies have the right to turn down any student for placement. Please note: Any information contained in this field experience application and/or any pertinent information relating to your professional student role shall be discussed between SDSU Faculty and approved field experience agencies and their representatives. Your signature on the Student Agreement form confirms that you are aware of this fact.

h) IMPORTANT: The student is not considered confirmed until she passes the required screenings requested by the agency. If the student fails these screenings, the Field Education Faculty will review the student’s circumstances. Depending on the timeframe and the professionalism demonstrated, the outcome may result in the student being placed in another agency, becoming ineligible for field experience at this time, and delayed placement for an entire academic year. Some agencies review student legal activities and request additional screenings throughout the field experience.

i) Please note: Students who have misdemeanor and/or felony convictions may not be eligible for placement in certain agencies, and may be delayed from beginning their SW 489 Undergraduate Field Experience course.

4. Confirmation of the SW489 Undergraduate Field Experience:

If you are accepted by the agency, the Field Education Faculty will notify you, either verbally, by phone, IPT and/or e-mail. Please make sure IPT reflects changes to your residential address, phone number and e-mail address. You can also alert http://socialwork.sdsu.edu/field/ of any changes to your contact information. If the School has not notified you of acceptance, then the placement is not yet confirmed. Follow-up with the field faculty who referred you if it is nearing the end of the spring semester and you have not received confirmation. If you are not accepted by the first agency with which you interview, the Field Faculty will meet with you to discuss issues, which may have led to you not being accepted. If it is determined that you are appropriate for another interview, you will be interviewing with another agency. The same placement process is followed for the second interview referral. In accordance with School Policy, in some circumstances, if an agency denies acceptance to a student for internship, the student can be delayed in field placement until the following year; and/or can be disqualified for field placement; and will be referred to the Student Affairs Committee for immediate review.

After you have received confirmation (by either phone or E-mail) from the Field Education Faculty, call the agency contact person to confirm your starting date (first week of classes, Fall Semester) and to take care of any paperwork, screening, background checks, or miscellaneous details. It is also a good idea to provide the agency with your e-mail address, summer residence address and phone number so they can keep you informed of any changes or trainings needed prior to your return to campus in the fall. Communicate clearly regarding the aforementioned in order to avoid a delay in beginning your SW 489 Undergraduate Field Experience.

Once a placement is confirmed, agency assignment changes cannot be made unless there are emergent issues and/or problems, which cannot be resolved, and all efforts to resolve them have been exhausted. Changes are made ONLY through the Field Education Faculty and are not made once the Fall Semester begins. If you are asked to leave your agency due to performance or conflict with a field instructor, there is a chance that you would need to wait until the following school year to be replaced.

Please note that while the field placement will be finalized in Spring, your eligibility for SW 489 and the concurrent Experience course SW 483A, will not be confirmed until the spring semester is completed and you have a cumulative SDSU GPA of 2.0, your senior class status, and other Field Experience prerequisites, as outlined in the Student Handbook. If any problems arise with this process, you may become ineligible to enroll for SW 489 and SW 483. You will be notified by mid-June 2020, if such problems exist. Be sure the Field Education Faculty knows how to contact you during the summer by keeping your IPT information up to date. Alert http://socialwork.sdsu.edu/field/ of any changes to your contact information.

Policies

Barragan SW 489 Application - 1/9/20
a) **Schedule**: All Student and Agency schedules need to be discussed at time of interview. Students are required to defer vacations so they are not absent from field experience when school is in session. Students are required to be in their Field placements from the first week of school until the end of Spring 2021 semester. When arranging the internship schedule with the agency, the student and agency must follow School Policy, which states that an intern’s schedule in the Field is the responsibility of the student and the agency. Priority in scheduling is given, in this order, to 1) social work-on campus classes, 2) SW 489 Field Experience Course, 3) student’s other life responsibilities. Field Instructors cannot waive School Policy. If the agency has specific scheduling requirements, such as staff meetings, case conferences, etc., the student should register for social work class sections that do not conflict with Field if possible. The student cannot ask the agency to arrange the internship around the student’s other responsibilities, such as employment or childcare.

b) **English Proficiency**: Students must be proficient in their ability to use and understand English at the university level. They must be able to speak and be understood by faculty, staff and clients in the field placement. If a student needs additional assistance in English, s/he may be asked to take the Toefl test, obtain additional practice in written and spoken English and/or removed from field until proficiency is established.

c) **Winter Break** should be discussed at the interview. Most agencies will want you to put in some time during the Winter Intercession, (as a volunteer, not an intern) for purposes of continuity with your clients. During the Winter Break, you are considered a volunteer and are not accruing hours toward the total needed for the semester. Students should not volunteer at the agency during finals week and in addition, the School encourages you have a two-week Winter Break (which is taken consecutively, in blocks of weeks, not days, and is scheduled by the agency with you). You will want to establish what is expected of you, by the agency, during the initial interview and again at the start of the Fall Semester.

d) The Field Experience is a "professional" internship, thus it is very different from volunteer or work experience. It is educationally focused and geared toward integrating classroom knowledge with practical experience. Students are expected to fulfill their internship commitment of being in the field 16 hours a week for the entire semester, during which time their attention is devoted to Experience matters *only*.

d) In the unlikely event that you are released from your field placement in the fall, it may not always be possible to place you at a new agency in the spring semester.

e) The School of Social Work will make every reasonable effort to meet special accommodations, which may be requested. However, due to limited resources (Field Experience sites) available to meet special accommodations, the student’s Field Experience can be delayed up to 2 years. If the Director, Undergraduate Field Education is notified of a Special Accommodations request after submission of the Field Experience Application packet, there is no guarantee that the Special Accommodation can be met for the current fall semester.

f) You should read the Field Education Bulletin Board (located next to HH-119) on a weekly basis for any changes, which may occur during the semester.

g) SW 489 Field Experience requires 16 hours per week, for a total of 240 hours each semester for the Academic Year.

h) All placements are made in San Diego County (in accordance with School policies and procedures). Requests for placements outside of this area are not considered at this time due to the inability to provide quality field education, appropriate monitoring, and professional accountability.

i) Students must be available for placement during usual agency business hours in order to participate in appropriate experiences and receive proper supervision. *Evening and weekend placements are not usually available*; if they are the agency is responsible for providing appropriate supervision during your time at the site.
j) Transportation: You must show proof of automobile insurance and California Driver’s License upon request by your agency. Most settings require the use of a car. Students can expect driving time of up to 1 hour (each way) between your residence and field practicum site. The hours spent driving to and from your agency are not included in your field placement hours. Some agencies require travel; please inquire about reimbursement before the placement is finalized. Not all agencies reimburse for mileage.

k) SW 489 Field Experience must be taken concurrently with the specified practice class (SW 483). Please refer to the general catalog, SDSU Class Schedule, and SW Undergraduate Student Handbook for further details.

Guidelines

- Your Field Education Faculty will be assigned by the first week of field and that information will be e-mailed to you and/or posted on the Field Education Bulletin Board (located next to HH-119). It is your responsibility to check the Board to know your assigned Faculty at the beginning of the Fall Semesters. Field seminars are held on Tuesday or Thursday. Once assigned a particular day or faculty member you are not allowed to make any changes.

- Please download a copy of the latest edition of the Social Work Undergraduate Student Handbook, which will be available at the end of August on the Field Website. You are responsible for knowing the latest School Policies and Procedures, new Field Experience Calendars and new Field Evaluations for the next Academic year.

For further information or questions, please contact Silvia A. Barragán, Director, Undergraduate Field Education at (619) 913-2245 or contact me via e-mail at silvia.barragan@sdsu.edu. You can also visit me at my office in HH-105 or call me to schedule an appointment. I look forward to helping you have a successful SW 489 Undergraduate Field Experience Placement process.
For SDSU SSW Only:
Application Received: __________ Db Entry: __________ Conf: ____________

Field Placement: Program/Unit: Location Site: __________
Field Instructor: Telephone: Email:
Field Faculty: Conf. Date: __________

Gender: Ethnicity: Citizenship:

Note: Remember to send address, phone, and email changes during 2020-2021 academic year to Social Work Field
http://socialwork.sdsu.edu/field/

Red ID #: Date of Application: __________
Name: First Last Date of Birth: ___/___/___
Permanent Address: __________
City: State: Zip Code: Email: __________
Telephone (Home): Mobile: Summer Tel. (If different): __________
Gender: Ethnicity: Citizenship:

Field Practicum Selections
Please list in order of preference the 3 agencies you have chosen for your Undergraduate Field Practicum. If you do not have a preference, please list the types of settings and/or population groups you would like to work with.

Agency Name: Specific Agency Program:
1. ______________________________ 1. ______________________________
2. ______________________________ 2. ______________________________
3. ______________________________ 3. ______________________________

BASW Program Information
Specializations: Community Corrections Case Management [ ] Title IV-E Child Welfare Stipend Program [ ] Environmental SW/Sustainability [ ]
Preferred Focus Area: Aging [ ] Behavioral Health (MH) [ ] Child Welfare [ ] Health [ ] ATOD [ ] International [ ]

MANDATORY
Upload Current Photo
We are placing 100+ students and your photo is extremely helpful in this process.

Submit completed BASW Application to Social Work via IPT from January 24th - February 3rd only.
BASW Application Deadline is Monday, February 3, 2020.

INSTRUCTIONS: Please complete ALL sections. Print a hard copy of this application for your records and provide it to the field agency if requested.
SDSU Cumulative GPA is above 2.0? Yes ☐ No ☐

Transportation
The student must be able to show proof of adequate automobile insurance, meeting the minimum State of California requirements, and a valid California Driver’s License upon request from the agency. Most settings require the use of a car.

Do you have a car?  ☐ Yes  ☐ No
Do you have a driver’s license?  ☐ Yes  ☐ No

*If you checked no, please explain:

*Field Faculty need this information to assist us in the placement process, if you do not have a car it will be necessary to refer you to agencies accessible by public transportation and/or agencies that do not require you to drive.

Language Fluency

Are you fluent in Spoken English?  ☐ Yes  ☐ No

*If you checked no, please explain:

Are you fluent in a language other than English?  ☐ Yes  ☐ No
If yes, which one(s)?  __________

Total Fluency?  ☐ Yes  ☐ No
Only Conversational Ability?  ☐ Yes  ☐ No

*Field Faculty need this information to assist in the placement process.

Academic Accomodations
Students who intend to request academic accommodation for their disabilities are required to contact the Director of Undergraduate Field Education, via email, immediately (before the interview process) to discuss specific accommodations for which they have received authorization. When a student is requesting accommodations for his/her internship, the student is required to consult with the SDSU Student Ability Success Center (SASC) office for evaluation, verification and/or assistance in accommodations being requested.

In order to assist the student in his/her practicum confirmation, written accommodations from SDSU SASC must be submitted to Professor Barragán before the internship interviews are completed. Please contact SDSU Student Ability Success Center at (619) 594-6473 or at sascinfo@sdsu.edu. The SDSU SASC is located at the Calpulli Center, Suite 3101. Please refer to “Field Placement Process Policy - Special Accommodations Section” in Field Education Manual for further details. Please note that your undergraduate advisor, Jennifer Cosio, MSW, is available to expedite a student’s referral to SDSU SASC. https://swgeroadvising.youcanbook.me

Circumstances Regarding Clearances
Student interns shall be professional and act in accordance and compliance with the laws, social work values, ethics, and School academic standards, including the NASW Code of Ethics-2017 revised (https://socialwork.sdsu.edu/wp-content/uploads/2011/09/NASW-Code-of-Ethics2017.pdf), which govern social work practice. Felony / misdemeanor convictions depending on the severity, duration, time frame, type, can lead to an academic year delay in field placement; immediate field practicum ineligibility and/or disqualification from the School. Each case is reviewed in relationship to the requirements of the SDSU School of Social Work policies, curriculum requirements, laws, ethics and values directing the standards in the social work profession. Misrepresentation and/or omission statements will be considered for immediate ineligibility for the SDSU Social Work Field Experience courses.

Please complete the following questions:
1. Have you ever been convicted in the U.S. or abroad of a crime that is related to the ethical responsibilities and standards of a social work professional as described in the NASW Code of Ethics?  ☐ Yes  ☐ No

2. Have you ever performed an act involving dishonesty, fraud, or deceit in the U.S. or abroad with the intent to benefit yourself or another, or with the intent to injure another?  ☐ Yes  ☐ No

3. Have you been convicted of any crime in the U.S. or abroad involving child abuse, elder abuse, domestic violence, assultive or abusive issues?  ☐ Yes  ☐ No
4. Have you ever been ordered to register as a mentally disordered sex offender or the equivalent in the United States or abroad? □ Yes  □ No

5. Have you ever been denied a professional license or had a professional license revoked because of a legal, professional, or ethical issue? □ Yes  □ No

If you answered “yes” to any of the questions in this section, please provide an explanation: identify the issue(s), date(s), occurrence(s), place, rehabilitation, restitution, etc. Please attach a separate sheet of paper to address the above.

NOTE: A field practicum application for a student intern position may be denied because the applicant knowingly made a false statement of fact required to be revealed in this application. Therefore, if you are unsure of the applicability of a past crime to the ethical responsibilities and standards of a social worker, err on the side of including the information.

Career Goals
Briefly describe tentative future career goals and areas of special interest.

Educational Summary

Academic History: ________________  School: ________________
Location (City and State or Country): ________________  Graduation Month and Year: ________________

Other Advanced Degree Major: ________________  School: ________________
Location (City and State or Country): ________________  Graduation Month and Year: ________________

Prior Professional Experience
List prior human service experience (volunteer, internship, and employment), starting with most recent.

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<th>EMPLOYMENT, INTERNSHIP, OR VOLUNTEER?</th>
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Position / Duties:

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Position / Duties:

2.

Barragan SW 489 Application -1/9/20
3. Position / Duties:

Additional Training
Briefly list any additional training, courses, institutes, workshops or special learning experiences and include dates of attendance for each.

Important: Provide a brief biographical paragraph detailing your work or volunteer experiences. Please be sure to list any social work skills used in your paid or volunteer work.

Additional Information
Optional
SW 489 Field Experience Student Agreement

The following statements are in accordance with the SDSU School of Social Work’s policies and procedures. For further detailed information, please refer to the Undergraduate Student Handbook.

Please read the following statements carefully, and sign at the bottom of the page:

1. **Application Verification:** I hereby certify that the statements contained in this completed Application and any other information included as part of this application or attachments are true and correct. I agree and understand that any misrepresentation or omission of any material facts on my part may be cause for delay in field placement, separation from the field practicum, and/or can initiate immediate disciplinary action, and dismissal from the BASW program. I hereby give permission to the SDSU School of Social Work, Field Education Program, and its faculty members, and any of the approved field practicum agencies or field instructors to verify all information contained within this application. This can include contacting former employers, field practicum’s, and/or field instructors, reviewing school records, etc. Please be advised that if any information should come to our attention, which can affect your professional student status, and/or internship role and thus the field practicum experience, the School shall be authorized to assess and discuss the significant information with the appropriate parties.

2. **Communication:** I understand that any information contained in this field practicum application packet and/or any pertinent information relating to my professional student role shall be discussed between SDSU Faculty and approved field practicum agencies and their representatives.

3. **Agency Clearance(s):** I understand that most field practicum agencies request security background investigations, fingerprint checks, random drug screens, physical examinations, TB tests, immunization verification, valid CA driver’s license, etc. as requirements for their placement interview process and for practicum site confirmation and that I, as the student, will be responsible for said cost of the evaluation and timely completion. Agencies may also require random drug screening(s) at any time during the year. I am willing to participate in these additional screens/evaluations and give permission for the results to be provided to the School when requested. I also understand that if I do not complete or fail these screens, I will not be confirmed at the specified agency, can become ineligible for field practicum, and therefore not be placed for an entire Academic Year. I understand that if during the year I fail a screening, I will be removed from the agency and not placed in another agency for the remainder of the academic year. The Director of Field, Director of Undergraduate Field Education and assigned Field Faculty will review my issue to determine whether I am eligible to continue the program, and if so, the timeline for returning to field. I understand that failing a drug screen(s) and/or other agency screening may be grounds for disqualification from the BASW Program.

4. **University and SSW Policies:** I agree to fulfill the responsibilities of the student intern role, comply with all School Policies and Procedures as outlined in the Field Practicum Application and Placement Policy materials, the Field Education Manual, the Undergraduate Student Handbook, and the SDSU Undergraduate Bulletin. I understand that SW 489/483 is a year-long course and I will be attending for fall and spring semesters in the academic year.

5. **Professional Conduct:** At all times, I shall maintain professional conduct in accordance with the School’s academic standards, i.e., the NASW Code of Ethics, professional social work values, and laws regulating social work practice.

6. **Conflict of Interest:** As a social work student, it is considered a conflict of interest to engage in a field practicum in an agency where you and/or a family member have been a CLIENT and/or an EMPLOYEE. Thus, social work students may not be placed in an agency where they or a family member have worked, gone to school, or received services such as medical care, mental health services, employment assistance or child welfare services. I understand that it is my responsibility as a social work student to inform the Director of Undergraduate Field Education of a potential conflict of interest AND to decline a placement in which there is a conflict of interest.

7. **Termination:** If the situation arises and I need to terminate the internship before fulfilling my internship commitment, I shall terminate in an appropriate, professional manner as designated by SDSU and assigned agency, and provide written and verbal notice as required by SDSU and the Agency. I understand that any such termination will be done only with the written approval of the SDSU SSW and the Agency as outlined in the manual.

I have reviewed and understand all of the above statements and have agreed to comply with all of the above, the School Policies and Procedures, the Field Education Manual, the Undergraduate Student Handbook, and the NASW Code of Ethics. If I do not comply with the School’s policies and procedures, I understand that I can be considered ineligible for Field Practicum.

**Please Print:** Last Name: ______________________________  First Name: ______________________________

Signature: ______________________________  Date: ______________________________

Barragan SW 489 Application -1/9/20
I. CLASS STATUS

- Number of total units that you have earned as of February 1, 2020
- Anticipated # of units enrolled in for Spring 2020 semester
- Students must complete 120 units to graduate and the process of transferring units from other schools must be completed by April 2020.
- All classes and requirements in sections II and III must be successfully completed before students are eligible to complete practicum placement.

II. PREPARATION FOR MAJOR (27 UNITS)

Have you completed:

SW 110  Yes  No
SW 120  Yes  No

III. 300 LEVEL SOCIAL WORK COURSES (18 UNITS)

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<th>GRADE</th>
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IV. UPPER DIVISION SOCIAL WORK ELECTIVES, RESEARCH

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<td>SW 410</td>
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<td>SW 420</td>
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<td>SW 430</td>
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<tr>
<td>SW 491</td>
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</tbody>
</table>
SW 489 Field Course Work Summary

- What is your current cumulative G.P.A. for SDSU (or other 4 year institution)? Calculate this by using the grades for your UPPER DIVISION SOCIAL WORK CLASSES ONLY. To calculate this GPA utilize the G.P.A.s in Section III and Section IV above. __________________________

- What is your current Overall Cumulative SDSU G.P.A. as is indicated on your transcript? ____________

- To be eligible for field, students must have a minimum cumulative 2.0 SDSU Cumulative G.P.A. at time of application to SW 489 and a GPA of 2.4 for social work courses.

- All information provided on this form will be validated upon receipt of application and again in June 2020.

Graduation Requirements
Upper division writing requirement
Completed ___________________________ Date Scheduled __________________________

SENIOR YEAR COURSE WORK PLAN

SW 483 (A & B) & SW 489 (A & B) courses will be taken in the Fall and Spring Semesters next year.

All Other Anticipated Course Work Needed for Graduation, and anticipated dates for taking them in order to reach 120 units:
Course ________________ Course ________________ Course ________________

I certify that the information contained in this application is true and correct to the best of my knowledge.

Print Name: __________________________ Date: ______________

Signature: ____________________________

**ATTACH UNOFFICIAL COPY OF ALL COLLEGE TRANSCRIPT(S) RECEIVED FROM ADMISSIONS AND RECORDS AND A COPY OF YOUR RESUME.
# Undergraduate Field Placement Process

## Timeline (Spring 2020)

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 24, 2020</td>
<td>Attend the SW 489 Undergraduate Field Experience Placement Planning Meeting in the Little Theatre 161. Attendance is mandatory.</td>
</tr>
<tr>
<td>January 24, 2020</td>
<td>First day Field Practicum Application Materials will be accepted beginning January 24th thru February 3, 2020. February 3, 2020 is the Deadline to submit the application.</td>
</tr>
<tr>
<td>January 27, 2020</td>
<td>Agency Fair will be held in Montezuma Hall. Go see which agencies may be a good fit for your professional aspirations and Undergraduate Field Experience. Attendance is mandatory.</td>
</tr>
<tr>
<td>February 3, 2020</td>
<td>Last day Field Practicum Application Materials will be accepted</td>
</tr>
<tr>
<td>February 10, 2020</td>
<td>Field Education Placement Faculty will begin reviewing completed applications and make contact with agencies.</td>
</tr>
<tr>
<td>After March 1, 2020</td>
<td>Prof. Barragán will contact you if you are not eligible for field, or if there are any questions about your field application</td>
</tr>
<tr>
<td>Approx. Feb. 17, 2020</td>
<td>Students will begin to receive referrals via e-mail to schedule interviews with agencies.</td>
</tr>
<tr>
<td>March 30-April 3, 2020</td>
<td><strong>Spring Break</strong></td>
</tr>
<tr>
<td>May 7, 2020</td>
<td>Last day of classes as well as the completion date for field referrals and interviews. Our goal is to have ALL field placements confirmed by the end of May.</td>
</tr>
<tr>
<td>Early July</td>
<td>Fall SW489 Seminar Assignments will be sent to students. Cumulative GPA’s and senior status will be re-verified after spring semester.</td>
</tr>
<tr>
<td>Fall 2020</td>
<td>Students attend Mandatory Undergraduate Field Orientation.</td>
</tr>
</tbody>
</table>

*(Tentative dates and locations will be finalized in the Student Field Placement Confirmation Letter)*
Did you...

- Complete the SW 489 Application including attaching a picture of yourself
- Attach copy of Unofficial Transcript(s)
- Attach a copy of your Resume
- Attach the Course Work Summary
- Read, Sign and attach the SW 489 Field Experience Student Agreement
- Download and print a copy of your entire Field Application Packet (For Field Instructor interview and/or future student use)

**Be sure to complete the SW 489 Undergraduate Field Experience Application Packet by:**

**February 3, 2020**

Failure to complete Field Application by the deadline date may result in the student not being eligible for SW 489 in Fall 2020.

* **I hope you have found this informational packet helpful.**

*Silvia A. Barragán, LCSW*
  Undergraduate Field Education Director
  silvia.barragan@sdsu.edu
  619-913-2245
  HH-105