



**The Greater Rochester  
Collaborative  
Master of Social Work Program**



# **Current Student Field Practicum Application and Guide**

**SUNY Brockport MetroCenter  
55 St. Paul Street  
Rochester, NY 14604**

<http://www.brockport.edu/grcmsw/>

**Field applications must be received by the due by December 10, 2010. The Completed Field Practicum Application consists of:**

- **Field Application Form**
- **Three copies of an up to date resume**
- **Three copies of general letter of introduction**
- **Signed Social Work Field Practicum Student Release of Information Authorization and Training Agreement**

October 2010

Dear GRC Student:

The GRC MSW Field Education Office is looking forward to begin work in planning for your field practicum for fall 2011 and spring 2012 semesters.

**Due Dates for Field Applications for current GRC MSW students Applying for Field Practicum:** Please submit your field practicum application, signed student agreement, three copies of your resume and three copies of your letter of introduction following the guidelines described in this field planning guide by **Friday December, 10, 2010**.

The Field Planning Guide provides students with information on relevant Field Education policies, and provides detailed information on the structure of field instruction at the generalist and concentration levels. As described in the section: Availability during Normal Business Hours of the Agency, Field placements require availability during normal business hours of the agency. A limited number of field sites provide students opportunity to complete some internship during the weekend or in the evening provided there is a qualified field instructor to provide supervision. However, this is an exception and students should expect that field placements will require daytime responsibilities and should plan their availability accordingly.

Upon receipt, the GRC MSW Program Secretary will date stamp your application. Please refer to Field Policies specified in this planning guide for details of the application and placement process.

If you have any questions, please contact Professor Fromm Faria at 585-395-8455 Email: [dffaria@brockport.edu](mailto:dffaria@brockport.edu) or Professor Shirley Sharp 585-395-8453 Email: [ssharp1@naz.edu](mailto:ssharp1@naz.edu)

Sincerely,

Debra Fromm Faria, LCSW, ACSW  
Director of Field Education

Shirley Sharp, LMSW, ACSW  
Associate Director of Field Education



**The Greater Rochester Collaborative**  
**Master of Social Work Program**



**Field PRACTICUM APPLICATION FORM**

\_\_\_\_\_ **Generalist** \_\_\_\_\_ **Generalist Placement** \_\_\_\_\_ **Concentration Placement**  
*(Please check academic level)*

\_\_\_\_\_ **First Name** \_\_\_\_\_ **Middle Name** \_\_\_\_\_ **Last Name**

\_\_\_\_\_ **Social Security Number** \_\_\_\_\_ **Student Number** \_\_\_\_\_ **Email Address**

\_\_\_\_\_ **Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip**  
*(During Academic Year)*

\_\_\_\_\_ **Home Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_ **Alternate Phone**

\_\_\_\_\_ **Permanent Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip**  
*(If different from address listed above)*

**I. Enrollment status** (check one):     **Part-time:** \_\_\_\_\_     **Full-time:** \_\_\_\_\_

**II. Concentration** (check one)

\_\_\_\_\_ **Family & Community**     \_\_\_\_\_ **Interdisciplinary Health**

**III. Work, Volunteer and Field Placement Experience**

List positions you have held, beginning with the most recent experiences and indicate if it is paid, volunteer or internship.

	<b>Name &amp; Address of Organization</b>	<b>Position &amp; Description of Skills/Responsibilities</b>	<b>Dates</b>	<b>Status</b>
<b>1</b>				<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer <input type="checkbox"/> Internship
<b>2.</b>				<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer <input type="checkbox"/> Internship
<b>3.</b>				<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer <input type="checkbox"/> Internship

	Name & Address of Organization	Position & Description of Skills/Responsibilities	Dates	Status
4.				<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer <input type="checkbox"/> Internship

**IV. List other pertinent skills and training:**

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**V. Describe the types of environments that enhance your learning? (E.g. fast paced setting, small program, etc.)**

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**VI. Describe the social work skills you would like to develop?**

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**VII. What are your learning goals?**

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**VIII. Describe in general terms, the types of opportunities you are interested in experiencing in your field placement and indicate if you have interest in a specific agency or practice setting (e.g. population setting, experiences).**

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**IX. Please rank the following list indicating the client population that would provide you with a new learning experience. (1 = highest 10= lowest)**

Children	Older Adults
Youth	Older Adults and Families
Children and Families	Organization
Adults	Community
Other	Other

- X. Please rank the following list indicating your practice areas of interest**  
 (#1 = first choice, #2 =second choice etc.) If you have interest in a practice area not listed, please indicate the practice area in the "Other" category.

**Practice Areas**

Adolescent Services	Drug and Alcohol Treatment
Adult protective services	Group work focus
Advocacy	Mental Health
Children and Family Services	Medical Social Work focus
Children's Services	Occupational focus
Child Protective	Older Adult Services
Community focus	Policy/ Macro
Community Organization	School Social Work focus
Court / Justice System	Social Justice
Developmental Disability	Other (list)
Disability	
Domestic Violence	

- XI. Have you or your family ever received services from any of the agencies in which you might be placed? \_\_\_\_\_ yes \_\_\_\_\_ no**

If yes, which ones \_\_\_\_\_

- XII. Some agencies require a criminal or child abuse registry background check. Please indicate if you have had a conviction and/ or if your name has been listed in the child abuse registry. If you answer yes, please provide information to assist the field office in planning for your field placement.**

\_\_\_ Yes \_\_\_ No If yes, please describe: \_\_\_\_\_

- XIII. Do you have any special needs or considerations?** (E.g. geographic constraints, time constraints, accommodation needs related to a disability etc.)

\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please specify: \_\_\_\_\_

- XIV. Do you have a valid driver's license? \_\_\_\_\_ yes \_\_\_\_\_ no**

Some agencies require students to have a clean drivers license (no points) please indicate is this is something that needs to be taken into consideration for field planning \_\_\_\_\_ yes \_\_\_\_\_ no

- XV. Do you have access to a car for placement days? \_\_\_\_\_ yes \_\_\_\_\_ no**

Please refer to the Student Social Work Field Practicum Student Training Agreement for information re: student responsibility for transportation (located in the GRC MSW field practicum planning guide and field manual).

**XVI. Please indicate if you are currently participating or desire to be considered for applying for one of the following traineeship/fellowship field practicum opportunity as describe below**

**XVII.**

<b>Name of Name Fellowship/ Traineeship Field Placement Opportunities</b>	<b>Notation</b>
<p><b>SUNY Brockport Hartford Partnership Program in Aging Education at the GRCMSW Program (HAPPAE)</b> <i>(focused on developing social work competencies and leadership skills in gerontological social work featuring a field practicum using a rotational design model.</i>            Concentration Students participating in the HPPAE national model, register for SWK612. 9 field credits are required for the 15 credit Graduate Certificate in Gerontological Social Work. (Certificate also requires two approved 3 credit electives which can be planned as part of the 39 credit or 60 credit MSW plan of study</p>	<p>Please indicate if you are interested in the Graduate Certificate in Gerontological Social Work</p> <p>_____ <b>yes</b>    _____ <b>no</b></p>
<p><b>Evidence-Based Practice OMH</b> <i>(Internship at OMH approved site, specialized symposia, trainees also register for an EBP Seminar for elective credit. Trainees receive certificate of completion from OMH and preferred job list. (Competitive stipend eligibility) Concentration year only</i></p>	<p>Please indicate if you desire to apply ( EBP application required)</p> <p>_____ <b>yes</b>    _____ <b>no</b></p>
<p><b>Strong Hospital LEAH</b> <i>(Leadership Education in Adolescent Health is a competitive fellowship opportunity for students in the interdisciplinary Health Concentration year students,(stipend field placement at Strong)</i></p>	<p>Please discuss with the field office requirements of LEAH</p> <p>_____ <b>yes</b>    _____ <b>no</b></p>
<p><b>Strong Hospital LEND</b> <i>(Leadership Education in Neurological Disorders is a competitive fellowship opportunity for students in the Interdisciplinary Health Concentration )</i></p>	<p>Please discuss with the field office requirements of LEND</p> <p>_____ <b>yes</b>    _____ <b>no</b></p>
<p><b>Veterans Administration</b> <i>( these are competitive stipend awards that the VA applies for based on availability nationally</i></p>	<p>Concentration students only: Please indicate interest in applying</p> <p>_____ <b>yes</b>    _____ <b>no</b></p>
<p><b>Social Work Education Child Welfare Consortium</b> sponsored placement <i>(some stipends available for child welfare field placements in rural county settings-typically generalist level placements)</i></p>	<p>_____ <b>yes</b>    _____ <b>no</b></p>

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**The Greater Rochester Collaborative  
Master of Social Work Program**



**Social Work Field Practicum Student  
Release of Information Authorization and Training Agreement**

As a part of the field placement assignment process, the GRC MSW Field Education Office will need to share student placement materials and other relevant information with potential agencies/field instructors. This includes: discussions with the prospective field instructor, sending a copy of the student's résumé and letter of introduction. By signing this agreement, **I hereby give my permission to the Field Education Office at the Greater Rochester Collaborative MSW Program of Nazareth College and SUNY Brockport to release any and all information included in my application for field placement to potential agencies/field instructors for the purposes of arranging field placement(s). This release extends to several agencies when necessary for confirmation of a mutually agreeable placement site.**

In consideration for participating in the GRC MSW Social Work program of SUNY Brockport and Nazareth College, and for receiving field practicum training at Affiliate agencies and or organizations that have entered into Affiliation Agreements with SUNY Brockport and Nazareth College, **I hereby agree to the following :**

- The student shall assume full responsibility for his/her traveling, parking and associated expenses while assigned to Affiliate.
- The student acknowledges understanding that Nazareth College, SUNY Brockport and NYS have no liability for the student's transportation; the student further acknowledges that he or she assumes responsibility through their own liability automobile insurance for any traveling, including but not limited to transporting field practicum clients in the student's vehicle during field practicum.
  - Students who are under the insurance of another party must have signatures from the insuring party that they understand that there is no liability assumed by the University for students who choose to drive clients.
- The student shall assume responsibility to ask the affiliate about their policies and procedures regarding client transportation during the field practicum interview process, prior to accepting the field practicum.
- The student acknowledges that Affiliate retains the ultimate authority to control decisions by students in regard to client services and interventions.
- The student agrees to observe the rules, regulations, policies and procedures, and dress codes of Affiliate.
- The student agrees to follow the NASW Code of Ethics.
- The student agrees to abide by HIPAA confidentiality guidelines.
- The student declares that he/she is free from any health impairment that is of potential risk to patients or to other staff or employees or that may interfere with the performance of his/her duties, including habituation or addiction to behavior altering substances.

\*\* Students completing field internship at a health care agency may be required by the agency to demonstrate proof that they are free of active Tuberculosis within one year prior to field placement at the affiliate agency. Some agencies also require proof of health care insurance.

By signing this form, the student agrees to be bound by the terms of this release of information and student agreement.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## FIELD EDUCATION POLICIES

### Field Placement

The Director of Field Education and Assistant to the Director of Field Education constitute the Field Education Office for the GRC MSW Program. The GRC MSW Field Education Office (Field Office) has responsibility to negotiate field practicum opportunities for each student. Within the established procedures, the Field Office in consultation with the student will make the arrangements for agency placement. **Under no circumstances will students negotiate their own practicum placement.**

The Field Office will provide students with a Field Placement Planning Guide. This guide includes:

- Instructions for completing field placement written materials
- Field Practicum Application Form
- Student Agreement
- List of approved field practicum sites
- Framework guide in preparing a resume for field practicum
- Framework guide in preparing a cover letter for student introduction
- Sample Interview Notice and Interview Report Forms
- Selected Field Practicum Policies

### Field Application Requirements

- Students are expected to complete and submit the GRC MSW Program *Field Practicum Application* along with three copies of students' resume and letter of introduction by the posted deadline.
- The field practicum placement process will not begin until receipt of the completed field application and required information.
  - In rare situation where there is an extenuating circumstance, the student is allowed to petition the program director and department chairs if they have missed the field application submission deadline. The student will be notified of the decision. (Petition forms are available in the GRC MSW office).

### Field Placement Assignment

**Generalist Year Placements:** Placements for generalist year students are assigned based on the information provided in the student's field application with a focus on a generalist level field placement experience. The field education faculty matches generalist students with agencies to provide the most appropriate educational experience.

- Generalist year students are welcome to contact the Field Education Faculty by phone from January 25, 2010 until February 9, 2010 with specific questions related to the field placement assignment.
- Field Placement Interview Notices will be placed in the students GRC MSW mail folder by no later than Friday March 5, 2010.
- The Field office also forwards students' resume and letter of introduction to the specified agency by this date.
- Students are directed to contact the specified agency within one week to make contact and schedule a field placement interview.



- After interviewing the student, the agency will complete an interview report form and will return the interview report form to the Director of Field Education, indicating whether the student is accepted for field placement. The interview report form will also describe the field placement and will designate the name and contact information for the field instructor.
- The student will complete the *Student Interview Summary Form* and return it to the Field office within three business days of the placement interview.

### **Concentration Year Placements:**

Placements for the concentration year are made by the Field Office following a consultation meeting (phone or in person) with the field student candidate. The field office will place a notification in your mail folder by the end of the first week of the spring semester with the contact information of the field office faculty that you will meet with for consultation. This meeting provides field faculty and students with the opportunity to discuss concentration specific field learning opportunities that will provide the student with new challenges to build on the generalist level knowledge and skill developed in the generalist year. A list of three agency placement preferences will be decided (A, B, C) in order of student interest, and the concentration year student's field application and materials will be forwarded to the first choice agency. If that agency is not able to provide a placement, option B will be contacted etc.

- The concentration field candidate will receive an interview notice once the agency has been contacted by the field office and the field candidate is directed to contact the agency within one week to make contact and schedule a field placement interview.
- After interviewing the student, the agency will complete an interview report form and will return the interview report form to the Director of Field Education, indicating whether the student is accepted for field placement. The *Interview Report Form* will also describe the field placement and will designate the name and contact information for the field instructor.
- The student will complete the *Student Interview Summary Form* and return it to the Field office within three business days of the placement interview.

### **Process if student is not accepted for placement assignment for Generalist and Concentration level field candidates**

In the event that the generalist level or concentration level field practicum candidate is not accepted for the internship, the Field Education faculty will discuss the reasons for the decision with the agency. There are times when agencies determine a student will not be a good fit with the agency, and other times when concerns or other issues impact the decision not to accept a student intern candidate. The Director Field Education or Assistant to the Director will discuss the reason for the agency decision with the student and as necessary assist students identify potential barriers impeding field placement assignment. ***A review is triggered for a student not accepted for an internship by two agencies.***

Students are expected to accept the placement where they have been assigned, however, if the student has a serious concern about the placement, the student is expected to communicate these concerns with the GRC MSW Field Education Office. Field Education faculty will assist the student explore questions and reasons. In situations in which compelling reasons to decline the placement are presented by the student, the field education faculty will assign an alternate field placement site.

It is the responsibility of the Field Education office to make the final pairing based on students' educational plans, agency ability to provide a quality field practicum, and Program needs.

### **Employment-Based Field Instruction**

In certain circumstances, students may be permitted to complete **one year** of field education in their place of employment. The Director of Field education may grant this exception on a case-by-case review. In such cases the following criteria must be met:

1. The field practicum must be structured in a way that ensures separation of the student's responsibilities as employee and that of student.
2. In order to ensure new learning opportunities, the field placement must be in an area that is different from current, and past work assignments and responsibilities
3. The agency must agree to relieve the student from employment obligations and to assign different responsibilities to the student that meet student learning objectives.
4. The agency must agree that the work-based field placement will have an educational focus.
5. The student must have a different field instructor than her or his job supervisor and a different caseload.
6. The agency must be willing to establish affiliation agreements with Nazareth College and SUNY Brockport for the GRC-MSW Program
7. The field instructor must be employed by the agency for at least a year and meet the MSW Program criteria for qualification as a field instructor.

Students requesting an employment-based field instruction are required to submit a formal request and supply the following information to the Director of Field Education:

1. A formal letter requesting consideration of an employment-based field instruction including: detailed description of current employment duties, plan for completing field instruction in a formal way separate from existing work responsibilities. A detailed description of the proposed employment-based re-assignment for field instruction including: the name and contact information of the proposed field instructor.
2. Provide a copy of current job description and description of proposed field practicum
3. Provide a letter of agreement from the agency executive director or appropriate signature. The letter must state that the agency is willing to provide a field placement opportunity that meets required criteria. The letter should also state whether the field placement is requested for a generalist or concentration year placement The agency must also provide a supportive letter indicating that they are in agreement with this plan and agree to release the student from

The Director of Field Education or Assistant to the Director of Field Education upon review of the required supporting documents will make final approval of the work-based field placement.

**Important Note:** Under no circumstances may a student accept or pursue employment in the same agency in which he/she is a field practicum student during the period of the field placement without the expressed permission of the Director of Field Education or the Assistant to the Director of Field Education.

## **Structure of Field Instruction**

The field instruction component of the curriculum is designed as a four semester concurrent placement that provides students the opportunity to integrate knowledge and skill into the application of professional practice.

Field practicum hours are typically completed during normal business hours, allowing opportunities for student interns to collaborate with community agencies. Some agencies have limited opportunities to complete some internship hours during weekends and evening hours. It is important to recognize that this is an exception and students should expect that field placements typically require daytime responsibilities.

## **Generalist Year Field Practicum**

The Generalist Year field experience is a 16-hour per week (typically two-day per week, 14 week), two semesters, 448 clock-hour requirement at the same agency/organization for both semesters. Monitoring and integration of the experience for students is through SWK 504 Field Practicum I and Seminar I, fall semester and SWK 505 Field Practicum II and Seminar II spring semester. The student must register for and continue with the same instructor and section of field and seminar for both semesters.

In the generalist year field practicum, the application of generalist knowledge and skills is emphasized through the integration of the problem-solving process. Ecological, systems, and strengths-based empowerment models of practice are utilized. Generalist year field education objectives serve as the reference points for students and field instructors as they collaborate to develop students' learning contracts. The faculty liaison serves as a resource for field instructors and students by providing guidance and feedback to them regarding the congruence of the learning contracts and field education outcome objectives. The generalist year field education objectives provide clear practice and evaluation goals for the field practicum. **Students are required to earn a minimum of 3.0 Quality Points to receive a Satisfactory letter grade.**

## **Concentration Year Field Practicum**

The Concentration Year field experience is a 20-hour per week for two fourteen week, semesters (at the same agency/organization for both semesters). Monitoring and integration of the experience for students is through SWK 610 Field Practicum III and Seminar III, fall semester and SWK 611 Field Practicum IV and Seminar IV spring semester. The student must register for and continue with the same instructor and section of field and seminar for both semesters. **Students are required to earn a minimum of 3.0 Quality Points to receive a Satisfactory letter grade.**

The integrated practice model in the second year of the program builds on the generalist-year generalist perspective. Expected competencies are: the ability to synthesize and apply a broad range of knowledge, the ability to practice with a high degree of autonomy and skill, and the ability to refine and advance the quality of professional practice and that of the larger social work profession. The outcome objectives of preparing practitioners who can analyze, intervene, and evaluate in ways that are highly differentiated, discriminating and self-critical assure coherence between the generalist year and the concentration year. During the Concentration year, students course work and field practicum experiences provide knowledge and skill development focusing on interdisciplinary team leadership. Concentration year field education objectives provide the basis for students and field instructors as they work together to develop students' learning contracts. The faculty liaison serves as a resource for field instructors and students by providing guidance and feedback to them regarding the congruence of the learning contract with field education

outcome objectives. The concentration year field outcome objectives provide clear practice and evaluation goals by providing the framework for the field practicum evaluation. In addition, at the conclusion of field practicum, students' complete an agency and field instructor evaluation and narrative summary.

### **Availability during Normal Business Hours of the Agency**

Field Placements require availability during normal business hours of the agency under the field instruction supervision of a licensed social worker. A limited number of field sites provide the opportunity to complete some internship hours in the evening or on weekends, however, this is an exception and students should expect that field placements will require day time responsibilities and plan their availability accordingly. Most generalist and concentration level field sites require students to complete their field hours during the normal business hours of the agency and while exceptions may be made to this, students may make arrangements for evening and/or weekend hours providing the following occurs: it is mutually agreed upon with the student's field instructor; it is cleared through the field education office at GRC; and MSW field instruction supervision is available. It is important to recognize that this is an exception and that ordinarily, students should expect that field placements require daytime responsibilities.

### **Extended Semester Field Placement Exception**

The GRC MSW program recognizes MSW students are balancing work and family demands along with the rigors of graduate social work education. In response, the program has developed and Extended Semester Field Placement Exception to provide some flexibility in completing field practicum requirements while maintaining quality field placement learning opportunities. An *Extended Semester Field Placement exception* is defined as a field placement assignment that reduces the number of field hours per week and extends the semester length as follows:

- Generalist field hours from 16 hours per week to a minimum of 12 hours per week and extends the number of semester weeks from a fourteen-week semester to an eighteen-week semester.
- Concentration year field practicum hours are reduced from 20 hours per week to a minimum of 16 hours per week and extends the number of semester weeks from a fourteen-week semester to an eighteen-week semester to achieve the 280 clock hours per semester.

***Requirements for Approval:*** In order for an *Extended Semester Field Placement Exception* to be granted by the Field Office, the agency field instructor must be in agreement that the practicum extended semester provides continuity and quality field learning opportunities congruent with field learning objectives. Students must submit a completed Extended Semester Field Placement Exception Form (completion of this form includes approval signature of the agency-based field instructor).

## **Field Education Operational Process and Procedures**

### **GRC MSW Program Selection Process for Practicum Sites**

The field experience should maximize development of social work professional and practice skills. The collaborative nature of the MSW program philosophy and structure is a model for the design of the field practicum relationship with community agencies and organizations. The selection of appropriate internship sites is based on the desire to have excellent educational practice opportunities available for student learning.

Agencies and organizations contribute substantial resources to student education through the provision of teaching and the creation of learning situations that foster integration of knowledge and skill development. The agency/organization needs to be able to provide distinct learning opportunities and activities that are consistent with the objectives, values, and mission of the program, college, and profession. The agency must be able to provide a qualified field instructor and agency experiences that align with the programs' learning outcomes for the generalist year, and/or the concentration year.

### **Criteria for Selection of Field Instructors**

The field instructor is seen as a valued contributor to the educational accomplishments of the student. The student, field instructor relationship is unique in the learning process. Because the learning environment has shifted from the classroom to the field, the learning process also shifts to a more interactional action-based process. The field instructor becomes pivotal in guiding student skill development and refinement. Field Instructors are required to be licensed to practice social work in New York State and have a minimum of two years post MSW degree practice experience.

### **Student Responsibilities**

- Preparation of self for an agency-based professional social work educational experience integrating course material, life experiences, and skill development.
- Complete all field instruction paper work in a timely fashion and work collaboratively with the Director of Field Education to assist in the process of agency selection and assignment.
- Complete all requirements for agency placement.
- Understand the operational procedures, structure, and functions of the agency.
- Act responsibly in all activities undertaken in the agency maintaining confidentially and ethical practice standards
- Act in a professional manner as a representative of the agency to the wider community.
- Read, sign and return the student agreement to the Director of Field Education
- Adhere to the NASW Social Work Code of Ethics
- Assume an active and responsible role in planning the learning objectives and specific responsibilities for the practicum experience.
- Be open to critical analysis and feedback of performance behaviors and integration of learning.
- Take responsibility for setting and preparing an agenda for weekly supervision at the agency.
- Notify the field instructor and faculty liaison in a timely manner of any issues in the field practicum.
- Maintain a schedule for attendance and prompt notification of any absences.
- Complete the required evaluation forms within required timeframes.
- Actively participate in the field evaluation process of student learning.

**A listing of field practicum sites the GRC MSW program places students is available on the GRC MSW Program webpage. The URL is <http://www.brockport.edu/grcmw/>**

## **General Framework for the Letter of Introduction for Field Practicum**

Your letter is an opportunity to introduce yourself to a prospective field instructor. Take the opportunity to craft a letter that catches the reader's attention and highlights and summarizes the information in your resume/vita.

In your letter you should indicate several key points.

- What are you looking for in a placement (e.g. generalist level placement to integrate generalist knowledge, values and skills or a field placement that will provide you with advanced skill, knowledge and value integration in your area of concentration)
- What will you bring to the field placement (you should direct the reader to the information in your resume/vita). Anything else that you think will help introduce you as a field practicum candidate to the prospective field instructor
- It is important to reflect the educational goals that you hope to achieve through the field placement experience.
- Please remember to sign your letters

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### **Sample Generalist Level Letter of Introduction (Concentration students please modify to be concentration specific)**

Jane Addams  
123 Empowerment Street  
Rochester, NY 12345  
Phone #  
Email: jaddams@12345usa

Date

Dear Prospective Field Instructor:

As a generalist level MSW student at the Greater Rochester Collaborative Program of the College at Brockport, SUNY and Nazareth College, I am seeking a generalist level MSW field placement to assist me in integrating the knowledge, values and skills I am learning in my MSW course work. While new to the social work profession, I have demonstrated successful work and volunteer experiences in the following areas:

I am looking forward to learning about community resources and hands on field practicum experience to develop my assessment and intervention skills. I look forward to meeting with you to discuss field practicum opportunities.

Sincerely,  
*Jane Addams*  
Jane Addams, BS

## **General Framework for Resume for Field Practicum Application**

There are many formats that are appropriate for resumes, this information is provided to ensure that your resume contains the basic required information for a social work field practicum application

**Contact Information** (name, address, phone numbers, e-mail)

**Name**  
**Address**  
**Day Time Phone # Alternate Phone #**  
**Email Address**

**Placement Objective:** A broad statement reflecting your area of field placement interest e.g. “Seeking a graduate social work field placement with child welfare focus” or “I am interested in securing a community-based internship that embraces a client empowerment perspective” etc.

**Educational Background** (schools and degrees awarded, area of concentration or focus, GPA, include that you are a student in the GRC-MSW program)

E.g. **Education:** Greater Rochester Collaborative MSW Program  
College at Brockport and Nazareth College  
Anticipated Date of Graduation: May 2012

**Certifications Held** (list all relevant certifications, this can include CPR or other first aid, drug and alcohol, or any other relevant certification)

**Awards or Honors** (list any and all relevant forms of recognition for your work or service)

**Work Experience** (generally list all jobs in chronological order beginning with the most recent, explain major gaps in employment in your cover letter, list dates of employment, job title, and major responsibilities, accomplishments, or skill utilized/acquired. It is important to include internships in this category or under Education)

**Volunteer Experience** (Include relevant Volunteer Experience)

**Publications:** if you have had anything published or been a part of writing a grant you should include this.

**Workshops:** if you have presented any workshops, training's, within an agency or at a conference you should include this.

**Additional Skills:** If you have other skills or talents you may want to include these. Examples might include additional languages you speak, computer skills, etc.

**References Available upon Request:** (Some agencies will require references)

(Important Note: SUNY Brockport and Nazareth College each have Departments of Career Planning including a SUNY Brockport office located at MetroCenter)



**The Greater Rochester Collaborative**  
**Master of Social Work Program**



**Sample Interview Notice**

**To:** \_\_\_\_\_

**From:** Debra Fromm Faria, LCSW, ACSW  
Director of Field Education

Shirley Sharp, LMSW, ACSW  
Associate Director of Field Education

**Date:** \_\_\_\_\_

**Subject:** Field Instruction Interview

Please arrange an interview with the following person(s):

**Name:**

**Phone #:**

**Agency:**

Please complete the Student Interview Outcome Form within three business days of completion of the pre-placement interview.

Thank you



**MSW Student Internship Interview Report Form**

(Completed by Field Practicum Agency)

Student Name: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

Agency: Name: \_\_\_\_\_

Program Name: \_\_\_\_\_

Program Address: \_\_\_\_\_

Please indicate whether the student listed above is accepted to complete her or his MSW Field Placement at your agency. If the student is not accepted, please indicate and provide reason Thank you.

Student is accepted: \_\_\_\_\_ Student is not accepted: \_\_\_\_\_

If accepted, please describe field placement assignment or attach description:

\_\_\_\_\_  
\_\_\_\_\_

If not accepted please state reasons: \_\_\_\_\_

\_\_\_\_\_

MSW Field Instructor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Date of MSW Degree: \_\_\_\_\_

College/University issuing MSW Degree: \_\_\_\_\_

Please indicate if the Designated Field Instructor is licensed to Practice Social Work in NYS Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please indicate level of social work license: LMSW \_\_\_\_\_ LCSW \_\_\_\_\_

Other Information: \_\_\_\_\_

Thank you,

Debra Fromm Faria, LCSW, ACSW  
Director of Field Education  
585-395-8455 (Phone) 585-395-8603 (fax)  
[dffaria@brockport.edu](mailto:dffaria@brockport.edu)

Shirley Sharp, LMSW, ACSW  
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### Extended Semester Exception Request Form

The GRC MSW program recognizes MSW students are balancing work and family demands along with the rigors of graduate social work education. In response, the program has developed an Extended Semester Field Placement Exception to provide some flexibility in completing field practicum requirements while maintaining quality field placement learning opportunities.

**Please Note:** *Generalist level students approved for an Extended Semester Exception must complete a minimum of 12 hours per week and Concentration level students must complete a minimum of sixteen hours per week. The semester can be extended for up to four additional weeks (this includes use of the break week). Each semester, generalist level students are required to complete a total of 224 field practicum hours and concentration level students are required to complete 280 field practicum hours.*

Students requesting an extended semester exception must submit a plan for completing field hours incorporating the minimum number of hours per week required. This plan must be approved by the designated field instructor upon confirmation of the field placement. The extended semester plan must ensure continuity of learning experiences to assist the MSW student intern with sufficient opportunities to develop practice competencies required to meet field objectives. The field office will provide students' faculty liaison with a copy of the approved plan at the beginning of the fall semester placement. The student will be responsible to update this plan by submitting an Extended Semester Exception Plan as an addendum to the Individualized Field Learning Contract reflecting Field Instructor approval for review and approval by the Faculty Liaison.

Student Name: \_\_\_\_\_ Semester: Fall: \_\_\_\_ Spring: \_\_\_\_ Year: \_\_\_\_

Field Instructor Name: \_\_\_\_\_ Agency Name: \_\_\_\_\_

**Planned schedule:** *Please indicate a draft schedule for completing field hours meeting the extended semester extension requirements.*

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**Submitted by:**

MSW Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved by:**

Field Instructor: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Field Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_

*(Field Office will provide designated Faculty Liaison with a copy at the beginning of the field practicum semester)*