



## FIELD PLACEMENT ADVANCED PLANNING GUIDE

### SPECIAL CONSIDERATIONS

If you receive a stipend or scholarship, are there any conditions that may restrict your placement?  
If yes, please explain:

Are there any other factors that should be considered as we plan your advanced placement assignment (e.g. health concerns, special needs, transportation, etc.)? If yes, please explain:

Does the field office have your permission to share this information with potential field instructors?

Yes  No

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### PLACEMENT PREFERENCE

Identify the objectives you wish to meet during your concentration year of field instruction:

Identify the types of preferred assignment which you believe will help you achieve these objectives: (If you are requesting placement in your employing agency, respond to this question in the Proposal for Placement in an Employing Agency).

Identify special needs you may have regarding supervisory style:

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### REQUEST FOR PLACEMENT EXCEPTION\*

\*Complete this **ONLY** if you are requesting an **exception** for your placement.  
(refer to the Field Education Manual for guidance)

Check if applicable

A block placement to occur after the foundation year coursework has been completed.

**NOTE:** A block placement is usually done in the summer, but can be done at other times. If the agency agrees, the student may attend placement five days a week until the required number of hours of placement are completed. The schedule for the block placement must be negotiated with the agency with the assistance of the Field Office. The Director of Field Education must approve the final schedule.

Other, explain:

Explain below the reason(s) why you believe the School should approve your request.

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### PLACEMENT IN AN EMPLOYING AGENCY\*

\*Complete this page ONLY if you are requesting placement in your Employing Agency.  
(Refer to the Field Education Manual for guidance with this proposal)

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

Agency Director \_\_\_\_\_

Your current supervisor \_\_\_\_\_

Your current position title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ County/Providence \_\_\_\_\_

Phone \_\_\_\_\_

Briefly describe your current duties below.

Information about proposed placement (required if completing this form)

Prospective Field Instructor \_\_\_\_\_

Field Instructor Title \_\_\_\_\_ Phone \_\_\_\_\_

Field Instructor Unit \_\_\_\_\_

Email Address \_\_\_\_\_

Does prospective field instructor have an MSW degree and at least two years post  
Master's experience? (required if completing this form)  Yes  No

## FIELD PLACEMENT ADVANCED PLANNING GUIDE

Describe how your proposed placement will differ from your regular job

Will you:

- be assigned to a new unit:  
 work with a different client population:  
 receive field instruction from someone other than your work supervisor:  
 use different social work intervention methods; or  
 use a combination of the above.

Fully explain your proposal below. (required if completing this form)

Does this proposal have the following approvals: (required if completing this form)

- Yes  No: Your proposed field instructor  
 Yes  No: Your proposed director  
 Yes  No: Your current supervisor

Does the Field Office have your permission to contact all of the above people in your agency to discuss this proposal? (required if completing this form)

- Yes  No

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On the lines below, identify three (3) different, preferred placements and list them in order of preference.

**Note:** Three different field instructors in the same agency constitute only ONE choice. Contact the Director of Field Education if you have difficulty identifying three choices: Agency, Agency Unit, and Field Instructor(s)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for completing the Field Placement Advanced Planning Guide form. Remember to submit 3 copies of your resume and one completed Field Placement Advanced Planning Guide form to the Director of Field Education, Department of Social Work, Fayetteville State University, 1200 Murchison Road, Fayetteville, NC 28301**