

BSW Forms

**NORTHEASTERN STATE UNIVERSITY
BACHELOR OF SOCIAL WORK (BSW) DEGREE**

*Checklist of
Practicum Admission Requirements
For BSW Students*

During the final two consecutive semesters students will enroll in Practicum I and Seminar and Practicum II and Seminar. Each semester students will be in their field placement a minimum of 225 hours. Field education is a significant component of the Social Work curriculum and must be taken by all Social Work majors.

The following checklists are methods to be used by all students entering Practicum I to monitor the time frames and steps in the practicum application process. The checklist is updated continually and is to be brought to all conferences with the Field Director. This is important, as failure to follow the proper procedures within the required time frames, MAY RESULT IN INABILITY TO ENROLL IN PRACTICUM AND TO GRADUATE AS PLANNED. When completed, this form will be filed in the student's portfolio. If you are not able to check all of the following requirements and prerequisites, you are not able to move on with the practicum application process.

- REQUIREMENTS: _____ Minimum of 88 semester hours
 _____ Admission into the BSW major
 _____ 2.5 Graduate/Retention GPA
 _____ 2.5 GPA in Social Work courses.
- PREREQUISITE: _____ Practice I-SOWK 3953

Utilize the following checklists:

I. Securing Admission to Practicum	Date Completed
1. DOWNLOAD A FIELD PRACTICUM MANUAL from the Program website	
2. ATTEND THE INFORMATIONAL MEETING CONDUCTED BY THE FIELD DIRECTOR- This meeting is usually scheduled during Practice I class (for BSW students) early in the semester prior to beginning practicum. Application procedures, expectations and time frames will be discussed	
3. SCHEDULE INTERVIEW WITH FIELD DIRECTOR by deadline of _____.	
4. APPLY FOR ADMISSION INTO FIELD PRACTICUM. Submit a typed Application Form & Resume to Field Director (P. 34)	

II. Procedures After Being Admitted	Date Completed
1. SCHEDULE AND CONDUCT THREE AGENCY VISITS. Give the agency representative a copy of your resume, including three references. Have agency instructor sign the NSU Practicum	

Selection Form (p. 35).	
2. SELECT TWO AGENCIES in which you would like to do your placement and complete the NSU Practicum Selection Form.	
3. COMMUNICATE THE RESULTS OF THE INTERVIEWS and your placement preference-send the NSU Practicum Selection Form to the Field Director by _____.	
4. SEND "THANK YOU" LETTERS to the agencies with which you interviewed.	
5. RECEIVE FORMAL NOTICE OF YOUR PLACEMENT from the Field Director via NSU e-mail. **After receiving the notice of placement contact the field instructor to thank him/her and to discuss the date you will report and any required pre-placement activities you need to complete.	
6. APPLY FOR NASW STUDENT MEMBERSHIP (Application may be found at www.socialworkers.org)	
7. PURCHASE LIABILITY INSURANCE FROM NASW. Minimum of \$1,000,000.00. DO THIS BY _____.	
8. PROVIDE PROOF OF LIABILITY INSURANCE TO THE FIELD DIRECTOR by the start of the semester. Students who have not provided proof of Insurance by the due date, <u>WILL NOT BE ALLOWED TO BEGIN FIELD PRACTICUM, NO EXCEPTIONS!</u>	

III. REQUIRED PRE-PLACEMENT ASSIGNMENTS AND ACTIVITIES	Date Completed
1.	
2. ATTEND MANDATORY PRACTICUM ORIENTATION ON _____.	
3. ATTEND THE MEETING OF STUDENTS WHO DO NOT HAVE AN MSW or BSW field instructor, the last unit of the orientation session.	

IV. REQUIRED ACTIVITIES DURING THE FIRST WEEK OF PRACTICUM.	Date Completed
1. COMPLETE THE MEMORANDUM OF AGREEMENT (MOA) AND CONFIDENTIALITY STATEMENT, secure necessary signatures and turn in the original copy to the field liaison by week two. The MOA will be returned to the student by the next week.	
2. In collaboration with your field instructor COMPLETE THE	

EDUCATIONAL CONTRACT and distribute copies according to the instructions on the form by _____.	
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The preceding tasks are to be completed during the first week of practicum and turned in to your faculty liaison by the second week Practicum Seminar.

FAILURE TO COMPLETE THESE ACTIVITIES IN A TIMELY MANNER COULD EFFECT YOUR FINAL GRADE IN PRACTICUM I.

You are ready to focus more specifically on the learning objectives, activities, and outcomes found in the course syllabus and your individualized Educational Contract. Refer regularly to these documents to assure maximum benefit from practicum. Utilize the supervision available from your field instructor and the consultation of your faculty liaison. BEST WISHES FOR A SUCCESSFUL PRACTICUM EXPERIENCE.

Contact the Social Work Field Director at office SH 322 or telephone (918) 444-3531 with additional questions.

NORTHEASTERN STATE UNIVERSITY
Application for the BSW Social Work Practicum
Due March 1st

Name _____ Student ID: N# _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Alternate Phone _____

Email _____

Admission to the BSW practicum is based on the following:

- Applicants must have earned a cumulative GPA of 2.50 on a 4.00 scale
- Applicants must complete all general education requirements as well as the following courses:

Intro to Sociology	Biology with Lab
Intro to Psychology	Statistics
Intro to Social Work/ (*Principles of Human Services)	College Algebra or Math Structures
Interviewing Skills	HBSE I/ (*Lifespan Development)
Human Diversity	
*Tulsa Community College Course	

Also, applicants must be enrolled or have completed the following courses at that time of practicum application submission. Students must have completed 88 hours prior to beginning Practicum.

4873 HBSE II	4013 Practice I	4863 Social Policy	4643 Case Management
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PLEASE ATTACH TO THIS APPLICATION FORM:

- (1) A signed copy of the Student Contract
- (2) An essay (APA format) containing the following components:

EXPERIENCE: What life experiences have influenced you in your decision to major in Social Work?

GOALS: What goals are you striving for in the Social Work field?

SUITABILITY FOR SOCIAL WORK: Why and how do you think that you are

suited to be a Social Worker?

(Note: The essay will be reviewed for both content and writing style. The essay should be a minimum of 1000 words.)

PRACTICUM: What are your goals for the BSW practicum placement? Do you have a specific population of interest?

- (3) Updated Professional Resume
- (4) One professional reference and one faculty reference
- (5) CastleBranch National background check (Valid within 30 days)
https://www.castlebranch.com/online_submission/package_code.php
The code you will need to use is: HV36 and the cost is \$46.

****Your background check cannot be older than 30days from the BSW practicum application deadline****

You can submit your recommendation form and letter by either:

1. Mail or in person:

Tahlequah Campus	Broken Arrow Campus
221 Haskell Hall Annex 705 North Grand Avenue Tahlequah, OK 74464 Phone: (918) 444-3511 Fax: (918) 458-2346	BALA-258 3100 E. New Orleans St. Broken Arrow, OK 74014 Phone: 918-449-6528 Fax: 918-449-6571

2. Email: socialwork@nsuok.edu

**NORTHEASTERN STATE UNIVERSITY
DEPARTMENT OF SOCIAL WORK
STUDENT CONTRACT**

As a social work student in Northeastern State University's Social Work Program, I will uphold and abide by the NASW Code of Ethics.

I understand that I may be counseled out of the program:

Poor Academic Performance. If I do not meet grade requirements, or if I fail to demonstrate that grade deficiencies can be corrected within a reasonable time, or if I participate in academic misconduct. Furthermore, I understand that plagiarism falls into this category and it is unethical, unprofessional and a violation of the university's academic misconduct policy. Plagiarism includes but is not limited to copying others' work and claiming it as your own, failing to use citations properly, cheating on tests and homework assignments, and copying or purchasing papers from the internet or other sources.

Chronic Absenteeism. If I have a pattern of unexcused absences that makes effective learning and discharge of responsibilities impossible.

Unprofessional Behavior. If my behavior is in violation of the NASW Code of Ethics. Examples would be, but are not limited, misrepresenting my qualifications; exploiting professional relationships; or if I fail to treat my peers, agency staff, or faculty with respect, courtesy, fairness, and good faith.

Assaultive or Threatening Behavior. If I participate in assaultive or threatening behavior that is directed at clients, colleagues, or instructors.

Behavior Damaging to Clients. If I demonstrate habitual hostility, disparaging remarks, violations of client confidentiality, ridicule of clients, violation of client civil or legal rights, or related behaviors which do not change in response to warnings or efforts at remediation.

Persistent Ineffectiveness in Work with Clients. If I do not demonstrate minimal levels of effective performance and give no evidence of progress in working with clients, including violation of practicum agency policy; whether due to emotional immaturity, personal prejudice, resistance to learning, inability to complete assigned tasks, or a persistent incapacity of mastering the necessary skills for interpersonal helping.

Student Signature

Date

Faculty Academic Advisor

NORTHEASTERN STATE UNIVERSITY
BSW PRACTICUM SELECTION FORM

Student Name: _____

Phone: _____ Student Email: _____

PROCEDURES

The following procedures are required of all students preparing to enter the Social Work Practicum at Northeastern State University.

1. You are to contact prospective agencies in which you are interested for an appointment for an interview regarding a potential practicum, see checklist on page 36 for instructions. ***Take this sheet to each interview for signatures!***
2. Complete the preference section below and return to the field director on: _____ . The secretaries on both campuses will collect the form, or it can be faxed to (918) 458-2346.

AGENCY INTERVIEWS

1. AGENCY _____ PHONE: _____

INTERVIEWER NAME: _____

DEGREE: _____ CREDENTIALS: _____ EMAIL: _____

2. AGENCY _____ PHONE: _____

INTERVIEWER NAME: _____

DEGREE: _____ CREDENTIALS: _____ EMAIL: _____

3. AGENCY _____ PHONE: _____

INTERVIEWER NAME: _____

DEGREE: _____ CREDENTIALS: _____ EMAIL: _____

STUDENT AGENCY PREFERENCES

FIRST CHOICE: _____

SECOND CHOICE: _____

NOTE: Many agencies require pre-placement activities to be completed (i.e. background checks, orientation, personnel forms, drug test, etc.). Students should inquire about the agencies expectations at the time of interview.

BSW DAILY STUDENT LOG

NAME: _____ DATE: _____

AGENCY/ADDRESS: _____

PRACTICUM HOURS ON THIS DATE: _____

FIELD INSTRUCTOR

Check activities in which you participated during the day/time in practicum:

- | | |
|--------------------------------|--------------------------------------|
| _____ Observations | _____ Visit with clients |
| _____ Reading general material | _____ Other visits |
| _____ Reading cases | _____ Office contacts w/clients |
| _____ Conference w/supervisor | _____ Other office contacts |
| _____ Other conferences | _____ Letters |
| _____ Telephone calls | _____ Recording |
| _____ Transported | _____ Other activities (please list) |

SUMMARIZE ACTIVITIES that aided in the development of your skills and knowledge as a developing social work practitioner. Discuss: 1) FEELINGS or personal reactions to situations you encountered during the day; 2) VALUES, both personal and professional, that were taken into consideration during the day; and 3) INTEGRATE THEORY AND PRACTICE by relating the day's experiences to what you have been learning in class. Use the back of the page if necessary.