

MSW FORMS

**Northeastern State University
MSW Social Work Program
Student Practicum Placement Form (3 pages)**

Please complete by typing or writing responses directly onto the next three pages.
Please provide all information requested including your most recent resume and email back green@nsuok.edu

Date: _____ Practicum Semester/Year: _____
Check one: MSW Foundation 1st Year Concentration 2nd Year **OR** Advanced-standing

Personal Information

Name: _____ NSU Banner ID: _____

Date of Birth: ____/____/____ NSU Email Address: _____

Permanent Telephone: _____

Transportation

Do you have a valid driver's license? Yes No
Will you have access to drive a car during practicum? Yes No
Do you have insurance? Yes No

Practicum geographic area of interest: _____

Work Schedule & Availability for Field

Practicum Work Schedule: Are you going to work during practicum: yes no

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sunday						
Please fill out the grid to the right to indicate your availability for field placement	Work Schedule:					
	Availability for Field:					

Placement Considerations:

If you have special circumstance which preclude you from working with a population or agency, please specify the population(s) and/or clinical issue(s) and explain below.

Please list any specific agencies of interest. It is important to note that by providing these agencies of interest is not a guarantee of placement. All agencies must go through the NSU qualification and approval process and may not be available as a practicum site

- 1.
- 2.
- 3.

Are you currently affiliated with the military? Yes No Current status: _____

Criminal History Background. If so, please list: _____

**NORTHEASTERN STATE UNIVERSITY
DEPARTMENT OF SOCIAL WORK
STUDENT CONTRACT (page 2 of 3)**

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

NSU – MSW PROGRAM

FIELD PRACTICUM PLANNING & PLACEMENT CONTRACT (PAGE 3 OF 3)

This contract is to acknowledge that I have read the field practicum placement process outlined below and that successful completion of the field practicum requirements is necessary to earn the MSW degree.

I agree to:

1. Attend the Northeastern State University MSW Practicum Orientation Meeting. The purpose of the meeting is to review the placement process, discuss questions I may have regarding the practicum policies and the practicum planning and placement process, the student contract and acknowledge my understanding of, and agreement with, the process and policies and contract by signing both pages of this form. The Field Director and/or Faculty Field Liaison will arrange a meeting with me.
2. Note that most practicum sites require students to be available during typical business hours, Monday-Friday, 8 a.m. – 5 p.m. A very limited number of field placement sites may be able to accommodate internship hours in the evenings and on weekends and cannot be guaranteed.
3. Provide the Social Work Field Education Office with an electronic copy of my resume and complete the Student Practicum Placement Form *prior* to my meeting with agencies.
4. Adhere to the time frame agreed upon in meeting with my assigned Social Work Field Education staff and keep her/him informed as to the progress of my placement interviews.
5. Make contact with agencies discussed with Field Director and/or Faculty Field Liaison. Notify the Social Work Field Education staff when contacted for an interview, and after the interview, if an offer is extended or not.
6. Check my NSU email and voicemail daily and inform the Field Director and/or Faculty Field Liaison of any change in my contact information.
7. Students who would like to utilize the “Request for Practicum Placement in an Agency of Employment Internship at Employment” option must have this approved by the Social Work Faculty and have the associated paperwork completed and submitted prior to the semester.
8. Contact the NSU Social Work Office, Field Director, Field Liaison if additional assistance would be helpful or if I have any questions regarding this process.

I understand that:

As part of the placement process, students will select 1-2 sites where they would like to contact for consideration of an interview. If a student goes on three interviews and either chooses to decline or is declined an internship, the field director and/or field liaison reserves the right to consult the program chair about the student moving forward in the field selection process. It will be the responsibility of the field director, field liaison, and the program chair to determine if the student is an appropriate fit for the program at the current time

The Social Work Field Education Office staff member has reviewed my responsibilities with me and has answered my questions to my satisfaction.

I understand that failure to carry out the obligations outlined above will result in a delay in the practicum planning and placement process and, consequently, in a reduced pool of available practicum sites for me.

Student Signature

Date

Print Student Name

NORTHEASTERN STATE UNIVERSITY

MSW Foundation & Concentration

Practicum Request Form

The student will complete this form AFTER an interview with the agency has been completed and a placement confirmed with the agency representative. DUE DATE: _____

Student Name: _____

Phone: _____ School Email: _____

Form Completion Date: _____

STUDENT AGENCY REQUEST

Agency: _____

Address: _____

Field Instructor: _____

FI Academic Credentials and License Number: _____

Email: _____ Phone: _____