

BSW FIELD EDUCATION PROGRAM ORIENTATION  
BSW Program  
Division of Social Work  
College of Professional Studies

Orientation must be completed prior to applying for field education placement. It must be brought to the Field Education Orientation held during the Spring semester.

This orientation module is designed to prepare BSW majors for the field education(SOW 4060, BSW Field Education I and SOW 4061,BSW Field Education II) component of their degree.The completed orientation form should be brought to the Spring Orientation session. Students should schedule an individual appointment with the BSW Coordinator of Field Education, Harvey Heckes after attending the Spring Orientation session. Professor Heckes may be reached by e-mail at [hheckes@fgcu.edu](mailto:hheckes@fgcu.edu). Phone calls may be made to (239) 590-7726.

\*indicates areas where your input is required.

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

\*Student ID#:\_\_\_\_\_

\*Today's Date\_\_\_\_\_

**PREREQUISITES FOR BSW FIELD EDUCATION**

**The following courses are required prior to taking BSW field education:**

- SOW 3036 Social Work and Social Welfare (3)**
- SOW 3107 Human Behavior and the Social Environment I (3)**
- SOW 3300 Practice I: Individuals and Families (3)**
- SOW 3232 Social Policy (3)**
- SOW 3102 Human Behavior and the Social Environment II (3)**
- SOW 3322 Practice II: Groups (3)**
- SOW 4401 Social Work Research (3)**

**Courses taken during Field Education is as follows:**

- SOW 4332 Practice III: Community and Organizational Development (3)**
- SOW 4521 BSW Field Seminar (3)**
- SOW 4060 BSW Field Education I (6)**
- SOW 4522 BSW Integrative Senior Seminar (3)**
- SOW 4061 BSW Field Education II (6)**

**The above list does not include electives.**

\_\_\_\_\_\*I agree that I must also enroll in BSW Field Seminar(SOW 4521)during the first semester of my field education and BSW Integrative Seminar(SOW

4522) during the second semester of my field education.

I understand that I must have achieved a 2.5 GPA or better in all BSW courses, and must not be on academic probation, in order to be admitted to the field program. If the GPA should fall below a 2.5 while a student is in the field program, it will be necessary for her/him to suspend field courses until the GPA again reaches a 2.5 or better. I agree \_\_\_\_\*

The BSW degree at Florida Gulf Coast University requires that students complete 500 hours of field education(12 credit hours) in a single agency. Students tend enroll for two semesters. The following addresses the time commitment required by field education.

Enrollment in BSW Field Education I and II(SOW 4060 & 4061) occurs in the Fall and Spring. Students should plan to spend 16 hours per week in the field placement agency. In order to get the 6 credit hours per semester, a student must enroll in SOW 4060 in the Fall and SOW 4061 in the Spring.

\*I have read the above and agree to the time commitment to field education.  
I agree \_\_\_\_\_

## THE PLACEMENT PROCESS

The placement process consists of a set of steps designed to achieve a smooth operational procedure which is as fair as possible to both students and agencies. It is based on the belief that field is an integral part of the student's education and should clearly fit the student's learning objectives as well as the requirements of the field program. **STUDENTS ARE NOT PERMITTED TO LOCATE AND DETERMINE THEIR OWN FIELD PLACEMENTS.** The field office maintains current rosters and descriptions of all approved field placements. The following steps constitute the field placement process that is to be followed by all students.

## APPLICATION

All students will complete the field application form in full, sign it, and bring it to the individual interview with the BSW Coordinator of Field Education. The field coordinator will review the application during the interview to assure that the student is appropriate for field education at this time. The interview helps to identify agency sites that might seem suitable for the student. Students who turn in applications later may experience having their choice of agency unavailable.

Students may prepare for the application and interview by reviewing the directory of agency listings available online. Field applications must be accompanied with an unofficial copy of your transcript. Both application and transcript are kept in the student folder during the field placement experience. A copy of the application form is contained in the appendices to the BSW Field Education Manual which is available online. It is accessible by going to <http://cps.fgcu.edu/sw/bsw/fieldeducation/index.html>.

Next click on BSW field education and the Field Education Manual will appear. During the interview, the student will be given a **PRE-PLACEMENT**

**INTERVIEW ASSIGNMENT SHEET** with the name of the agency, name of the contact person and phone numbers. If the student after interviews with the agency and identifies concerns or problems that would prevent accepting the placement, the student must schedule an interview with Office of BSW Field Education to discuss the concern and/or problem.

## FIELD OFFICE AND AGENCY INTERVIEWS

All students are interviewed by the Office of BSW Field Education for purposes of determining which agency is the best fit for the student. This decision will be based upon the content in the field application, the student's learning needs, the availability of approved field placement sites, and the student's preferences. **STUDENTS ARE NOT AUTHORIZED TO INTERVIEW WITH ANY AGENCY OTHER THAN THOSE SELECTED IN THE INTERVIEW PROCESS.**

Upon direction of the Office of BSW Field Education, students will contact the designated agency in a timely fashion and arrange an interview with the contact person and/or field instructor.

During field instructor workshops, field instructors are provided with guidelines for interviews and they will conduct those interviews as representatives of their agencies. Agencies who have special requirements, such as police or FBI background checks, drug screenings, malpractice insurance, unusual hours, or other specifications should make these clear to the students at the time of the agency interview. It is understood that some agencies need to have information about students' backgrounds with regard to child and sexual abuse, substance abuse, misdemeanor, or felony records, etc. The purpose for this is twofold, (1) to provide proper protection and service for clients, and (2) to ensure that students who have unresolved issues are not exposed to situations that may precipitate inordinate personal stress or trauma for themselves.

Students are asked to "self disclose" appropriately and responsibility in the individual interview with the Office of BSW Field Education in order to achieve a satisfactory fit between themselves and their agency and thus maximize their likelihood of a successful field placement. Students who have any sort of disability are encouraged to disclose it to both the Office of BSW Field Education and agency representatives, especially if they feel they may need a special accommodation. Students who do not disclose special needs cannot later attempt to hold an agency responsible for absent accommodation practices.

**I have read the above section related to the placement process. I agree \_\_\_\***

**Students can access a copy of the field manual online. It contains all of the required field forms. Students are accountable to all contents of the Field Manual and must abide by the NASW Code of Ethics found in the manual. I agree\_\_\_**

## EMPLOYMENT-BASED INTERNSHIPS

The use of employment as an internship experience is strongly discouraged by the field coordinator due to the fact that such placements are rarely able to give priority to a student's educational needs. The necessity for the student to meet all the requirements of paid employment normally results in the inability of both agency and student to treat the placement as primarily a learning experience. There are occasions when exceptions are made to this rule but only when the field coordinator has assurance that a quality learning experience will be promoted via reduced case load, increased supervisory time, special educational assignments, and/or other enhancements. Students are never allowed to do a field placement in the same job in which they currently work or have worked before. Occasionally it is feasible to let a student move to a new job within the same agency if there is completely new content and new supervision. The field coordinator is exceedingly careful about approving requests for an employment-based internship. Students with such a request must first obtain approval from the Office of BSW Field Education.

**I have read this section and understand the limitation of interning where I already work. I agree \_\_\_\***

After you have attended the **Field Education Orientation session**, you will need to complete the Application Form, download an unofficial copy of your transcript and schedule an individual interview. Field placements begin only in the Fall semester. The forms must be brought to the interview with the BSW Field Coordinator. Any questions can be addressed to Professor Harvey Heckes at [hheckes@fgcu.edu](mailto:hheckes@fgcu.edu) or by phone at (239)590-7726.

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