

Checklist of Orientation Content for Social Work Students Entering Field Placement

The following is a list of the content areas covered in the orientation for field students before beginning field internships:

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| 1. Field dates and starting early | 11. Supervision |
| 2. Field hours | 12. Liaison visits |
| 3. Field eligibility requirements | 13. Problems and student review |
| 4. Course registration | 14. Termination |
| 5. Field application process | 15. Students' responsibility |
| 6. Interviewing process | 16. Code of Ethics |
| 7. Focus of placements | 17. Safety issues |
| 8. Seminar course specifics | 18. Stipend programs and certificates |
| 9. Attendance in field | 19. Agency-based internships |
| 10. Evaluation and grades | 20. Using your car to transport |

Your signature below attests that you have received and reviewed the entire Pre-Interview Orientation PowerPoint located at The Florida Atlantic University School of Social work Website:

<http://fau.edu/ssw/>

Print student name: _____

Student Signature _____

Date _____

Check which level you are:

_____ BSW _____ MSW Foundation _____ MSW Concentration/Advanced Standing

Student Agreement to Participate in Field Internship/ Release of Information Form

I _____, am a student in the School of Social Work at Florida Atlantic University. I understand and agree, in accordance with the curriculum requirements, that in order to complete the program in Social Work in which I am enrolled, I will be required to complete a field internship with an agency or university-affiliated field internship.

I also understand and agree that while I am in the field internship for the School of Social Work I am not covered by Workman's Compensation for any accident/injury that may occur during my time on site doing agency/field internship business. I understand that I, or my medical insurance plan, are responsible for all expenses incurred while I am working in my field internship.

I further understand and agree that while I am in field internship for the School of Social Work, I may agree to be placed at an agency that may require me to utilize my personal vehicle for transportation purposes. If I accept placement in an agency that requires me to use my personal vehicle, I confirm that I have a valid driver's license and that I have automobile insurance that is current and in compliance with the laws of the State of Florida. I will take full responsibility for checking with my insurance carrier regarding my coverage. I am responsible for insuring that I have adequate and appropriate automobile insurance prior to using my personal vehicle for field internship business.

SPECIAL ACCOMMODATIONS

Any student seeking accommodations is encouraged to contact the Office for Students with Disabilities before entering the field internship as outlined in the field application.

RELEASE OF INFORMATION

As a part of the field internship assignment process, the Office of Field Education will need to share student placement materials and other relevant information with potential agencies/field instructors. This includes discussions with the prospective field instructor and information about prior placement evaluations if applicable/requested. Likewise, the field agencies may need to speak with the Office of Field Education about a student's performance once placed. You will be asked to send a copy of your updated resume to the agency contact person. The resume will enhance the matching process which generally benefits the student and the field instructor.

I hereby give my permission to the Office of Field Education, School of Social Work at Florida Atlantic University, to release any and all information included in my field application and preplacement interview to potential agencies/field instructors for the purposes of arranging field internship(s). This release extends to several agencies when necessary for confirmation of a mutually agreeable placement site. This release does not apply to my application materials to the School of Social Work, personal references, or transcripts. I also give my permission for any agency where I am referred or placed, to discuss my performance with the School of Social Work at Florida Atlantic University for the purposes of properly referring the student or maintaining the student in a field internship(s).

My signature on this agreement indicates that I have read and understand this agreement and represents that I meet all criteria listed above.

STUDENT NAME (print): _____

STUDENT SIGNATURE: _____ DATE _____

Rev. 1/18/12

Acknowledgement of Risk in the Social Work Field Placement

This document is designed to inform you of the potential risks associated with the social work field placement. It is the FAU Social Work School's belief that you have a right to be informed of the risks associated with this aspect of your educational and professional preparation and that with proper knowledge and preparation, risks can be minimized.

Liability Insurance: The School of Social Work purchases a blanket professional liability insurance policy that covers students at the one to three million dollar level throughout the internship. You will need to complete a form entitled "School Professional Liability Insurance Representation Section" and fully disclose any information requested about past law violations, ethic violations, etc.

Automobile Liability Insurance: If you will be using your personal vehicle in the field, it is recommended that you check with your insurance company for a clear understanding of your coverage. Ask specifically what coverage you have if something happens while transporting a client. When possible, an agency vehicle should be used.

TB Skin Test (PPD-S): The prevalence of tuberculosis (TB) in society has seen an increase in recent years. If you anticipate a field practicum setting that serves populations at risk for TB, it is recommended that you take this test prior to entering the field. Some settings may require this test. The School of Social Work recommends that you contact your personal physician or other health care provider to discuss any health risk issues related to your field internship before starting field placement.

Client Office Visits: Sometimes you may have a client in your office who becomes agitated or hostile. It is important that you discuss such matters with your agency supervisor early in your practicum and be informed of the agency policies and recommended courses of action regarding these situations.

Institutional Settings: Mental health, substance abuse and correctional institutional settings serve a client population whose behavior may be unpredictable. It is important that you learn strategies for handling clients whose behavior becomes threatening. Whenever you feel uncomfortable with a client, inform your supervisor. It is acceptable to have your supervisor or another staff person accompany you when visiting such clients.

Home visits: It is not uncommon for social workers in a variety of social service settings to conduct home visits. Such visits do expose you to risks. It is important that all home visits be made with the full knowledge of your agency supervisor – time of departure, time of return, other activities while on the trip, etc. Do not conduct a home visit when you feel uncomfortable or threatened in the situation. Return to the agency and report your experiences to your

supervisor. Beware of dogs or other household pets that might be a threat. Do not make a visit when the presence of alcohol or drugs is detected. It may be appropriate for you to make visits accompanied by your supervisor. Do not take unnecessary risks. Know whom to call or what steps to take if you should experience a vehicle breakdown.

After Hours Meetings: Some social service settings have activities that occur beyond normal office hours. Be aware of the location or neighborhood where such activities take place, note street lighting, open spaces, shrubs, and other growth that might impair vision. It is suggested that you always be

accompanied by your supervisor or someone else when going to your car after dark. Don't take unnecessary risks.

Hepatitis B Vaccine: If you anticipate a placement setting where there is the chance of being exposed to blood-borne pathogens, it is recommended that you discuss this vaccination with your personal physician or other health care provider. This involves a series of three injections over a six month period of time. The second injection is given one month following the first, with the third coming five months later. Given the time requirements for this protection, it is important that you begin immunizations at a time that would give you protection when you enter the field.

Precautions against Transmissions of the AIDS Virus: Recognized standards for personal hygiene, cleanliness, and adequate sanitation procedures are the basic requirements to prevent the spread of infection through bodily fluids – such as blood and other fluids. Discuss any further precautions required by your agency with your field practicum supervisor.

Aggressive and/or Emotionally Unstable Clients: It is possible that you will come into contact with clients who are either aggressive and/or who have emotional or mental health problems. It is imperative that you speak to your field instructor at the beginning of your placement regarding de-escalation techniques for aggressive clients; mandatory reporting procedures for abuse; suicidal and/or homicidal risk precautions and interventions.

I have read the above, discussed these risks with the Director of Field Education or other field faculty and acknowledge, accept and assume the risks associated with a field internship. I also understand that making prudent choices and taking the initiative to become informed of agency policy and practices regarding the above situations is my responsibility. .

Print student name: _____

Signed: _____
Student

Date: _____

Background Disclosure

Representation Section for Academic Year

Your Position: (Check one) **Faculty** **Adjunct** **Student**

As part of your entry to the School of Social Work at Florida Atlantic University, please answer the following questions. If you answer “Yes” to any question, please include all documents pertinent to the situation you are describing. Please note that you are required to update this form and provide it to the School of Social Work if any of the information changes at any time in the future.

1. Have you ever been convicted of or charged with a crime in any state or country, the disposition of which was other than acquittal or dismissal? Yes No

If yes, please give full particulars.

2. Have you ever been required by any licensing board or professional ethics body to surrender your license or been found guilty of a violation of ethics codes, professional misconduct, unprofessional conduct, incompetence or negligence in any state or country? Yes No

If yes, please give full particulars, and copies of charges, correspondence and any findings.

3. Are there any complaints, charges or investigations pending against you by any licensing board or professional ethics body for violation of ethics codes, professional misconduct, unprofessional conduct, incompetence or negligence in any state or country? Yes No

If yes, please give full particulars, and copies of charges, correspondence and any findings.

4. Have you ever had any insurance company decline, cancel, refuse to renew or accept only on special terms any professional liability insurance? Yes No

If yes, please give full particulars.

5. Has any professional liability claim or suit ever been made against you, your predecessors in business or against any past or present partner(s)? Yes No

If yes, please give full particulars and copies of any summons and complaints, pertinent correspondence and outcome, if any

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6. Are there any circumstances of which you are aware of that may result in any professional liability claim or suit being made against the school or you, your predecessors in business or against any past or present partner(s)? Yes No

If yes, please give full particulars.

7. Are you engaged in or ever been engaged in any sexual misconduct with any current or former student or current or former patients or any current or former patient's spouse or any person with a direct relationship to the patient or former patient (for example, a guardian, blood relative of the patient or spouse or any person sharing the patient's domicile)? Yes No

(Sexual conduct means any actual or alleged erotic physical contact or attempt thereat or proposal thereof).

If yes, please give full particulars.

Signature

Print Your Name Legibly

Date