Pre-Placement Questionnaire

Instructions

Any student requesting a field placement must fill out this form.

- Complete this form for all students who will be requesting a field placement in the fall (including worksite).
- Email form and your updated resume to: field@brynmawr.edu.
- Review the MSS Field Education Manual available at: https://www.brynmawr.edu/socialwork/field-education/resources

Requirements

* Full- and Part-time students are in the Field for two years in both fall and spring semesters, in a different placement each of the two years; Advanced Standing Students are in one agency Field Placement for the Summer Session and Fall, and Spring semesters
* Foundation (first) year students are in the field the equivalent of 2 regular agency days per week.
* Advanced (second) year and Advanced Standing students are in the field the equivalent of 3 regular agency days per week.
* Students must be available for a minimum of 8 hours/week during regular working hours (Monday through Friday, 9 AM-5 PM). The availability of a field placement occurring only during evening and/or weekend hours is not guaranteed.
* Students requesting to an employment-based field placement (Worksite) must complete a “Proposal for Worksite Placement” form (see Field Education Website), due April 1st.
* Students must be registered for Field Education I-IV for each term they are in a field placement along with the corresponding Foundation, Clinical Social Work and Community Practice, Policy and Advocacy class.
* Students placed at Field agencies without access to MSS/MSW supervisors must participate in a weekly (one hour) Field Group Seminar at GSSWSR. The time spent in the seminar is counted toward required time in the field.
* Students requesting accommodations must present to the Field Education Office a letter from Access Services specific to field placement.
* Students may not be placed in an agency where they or a family member is receiving services, nor can a family member serve as a student’s Field Instructor or Task Supervisor.
* Most agencies require a student to obtain Child Abuse & Criminal History Clearances, including an FBI clearance. Students may also be required to obtain a physical examination, PPD, drug and hepatitis B screening. It is the student’s responsibility to ensure that these clearances are completed prior to the start of Field Placement. Students are responsible for all costs associated with clearances.
* The Field Education Office cannot guarantee placements for students who have been convicted of misdemeanors and/or felonies and are unable to pass Child Abuse &/or Criminal History Clearances or who are unable to pass health, drug & alcohol screenings.
* Bryn Mawr Graduate School of Social Work and Social Research provides professional liability coverage to all students in field education during the required time in field.

Deadlines

- DEADLINE FOR CONTINUING STUDENT PRE-PLACEMENT QUESTIONNAIRES IS JANUARY 15th
- DEADLINE FOR ADVANCED STANDING PRE-PLACEMENT QUESTIONNAIRES – WITHIN 1 WEEK OF ENROLLMENT
- DEADLINE FOR INCOMING STUDENTS PRE-PLACEMENT QUESTIONNAIRES – WITHIN 2 WEEKS OF ENROLLMENT
Pre-Placement Questionnaire

STUDENT INFORMATION
(Please print or type. Check all that apply)

STATUS:  
Full-Time  
Part-Time

PLAN OF STUDY:  
First- /Foundation Year Field  
Second-/Concentration Year Field  
Advanced Standing

ADVANCED YEAR CONCENTRATION:  
Clinical Practice  
Community Practice, Policy & Advocacy

DEGREE:  
MSS  
MSS/MPH  
MAJOR/TOPIC AREA:  
CWEL  
HSV

Name  
ID#

Mailing address

City/State/Zip Code

Telephone  
Home:  
Work:  
Cell:

E-Mail Address

Please note: All correspondence will be sent to your Bryn Mawr College email address.
We advise that you check your Bryn Mawr email account regularly throughout your time in the program for important information and reminders.

SPECIAL PROGRAMS (Check below):

Child & Family Wellbeing  
Home and School Visitor  
Organizational Management

Please read and complete the following section.
Indicate most recent work experience (social work/human services related):

Most recent volunteer experience (Please describe):

Do you have use of an automobile for field placement?  
Yes  
No

Will you be employed while in field placement?  
Yes  
No

Note: It is expected that at least one field day will occur on a weekday (M-F) during regular daytime hours (between 8:30 AM and 5:00 PM). All students must be available to accommodate this schedule.

Do you have any travel restrictions?  
Yes  
No

Are you able to obtain Act 33/34 clearances (and/or FBI fingerprinting) that are free of misdemeanors and felonies?  
Yes  
No

Are you requesting accommodations for your field placement?  
Yes  
No

Will you be proposing a worksite placement?  
Yes  
No

Are you fluent in another language other than English?  
Yes  
No

Language(s):

What additional considerations are most important to you in the selection of a field placement assignment such as location, etc.?

Is there any information pertinent to your being assigned to a field placement that has not been identified in this form?  
Yes  
No

If yes, please contact the field education department to discuss ahead of your group interview.

Do you agree to abide by the NASW Code of Ethics in your field placement?  
Yes  
No

Are you aware that violations to the Code of Ethics in field placement can lead to academic integrity charges?  
Yes  
No

I agree to follow the GSSWSR Standards of Professional Behavior.  
Yes  
No

I agree to follow the GSSWSR policies and procedures regarding field placement.  
Yes  
No

I understand that all computer hardware, software, network access, information and data provided to me as a social work student intern is the property of the agency in which I am placed and should be used for official agency purposes only. I will not use the agency computer systems for personal or non-business related purposes.
Please indicate your preferences for field placement opportunities by selecting from the following agency settings and services, practice skill areas and population groups. Your selected interests will assist in the matching process.

**AGENCY/PROGRAM SETTING - CHOOSE YOUR TOP THREE (3) (# in order of preference)**

<table>
<thead>
<tr>
<th>Administration/Program Management</th>
<th>Domestic Violence/Victim Services</th>
<th>Inpatient Mental Health</th>
<th>Residential Services – Adult</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative Education/Learning Differences</td>
<td>Family &amp; Children’s Services</td>
<td>Legal/Advocacy Issues</td>
<td>Residential Services – Child</td>
</tr>
<tr>
<td>Child Welfare</td>
<td>Gerontology/Aging</td>
<td>LGBTQ</td>
<td>Substance Use/Alcohol Drug</td>
</tr>
<tr>
<td>College Counseling</td>
<td>Group Services</td>
<td>Long-term/Community-based Care</td>
<td>Social Policy</td>
</tr>
<tr>
<td>Community Mental Health</td>
<td>Health Care</td>
<td>Occupational/Workplace Services</td>
<td>School Social Work</td>
</tr>
<tr>
<td>Community Organization/Development</td>
<td>Hospice</td>
<td>Outpatient Mental Health</td>
<td>Other: __</td>
</tr>
<tr>
<td>Corrections/Criminal Justice</td>
<td>Housing/Homelessness</td>
<td>Program Evaluation</td>
<td>Other: __</td>
</tr>
<tr>
<td>Developmental Disabilities</td>
<td>Immigrant/Refugee Services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please indicate your location preference: Suburban Urban Either/Both Other:

**PRACTICE SKILL AREA – Check all that apply**

<table>
<thead>
<tr>
<th>Advocacy</th>
<th>Crisis Intervention</th>
<th>In-home Intervention</th>
<th>Planning/Program Development &amp; Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Management</td>
<td>Discharge Planning</td>
<td>Individual Treatment</td>
<td>Policy Analysis &amp; Development</td>
</tr>
<tr>
<td>Committees / Task Force</td>
<td>Funding/Grant Writing</td>
<td>Legislative Advocacy</td>
<td>Research and Analysis</td>
</tr>
<tr>
<td>Community Development</td>
<td>Group / Family Treatment</td>
<td>Mediation</td>
<td>Other:__</td>
</tr>
<tr>
<td>Community Organizing</td>
<td>Information and Referral</td>
<td>Needs Assessment</td>
<td>Other:__</td>
</tr>
</tbody>
</table>

**POPULATION PREFERENCE - CHOOSE YOUR TOP THREE (3)**

<table>
<thead>
<tr>
<th>Children</th>
<th>Men</th>
<th>Families</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adolescents/Young Adults</td>
<td>Women</td>
<td>Couples</td>
</tr>
<tr>
<td>Adults</td>
<td>LGBTQ</td>
<td>Groups</td>
</tr>
<tr>
<td>Elderly</td>
<td>Other (specify)</td>
<td>Individuals</td>
</tr>
</tbody>
</table>

**FIELD PLACEMENT & AGENCY PREFERENCE**

All placements are arranged by the Field Education Office. Students *should not initiate contact with any agency to seek a placement* within that agency prior to consulting with the Field Education Office.

**SELECTION OF APPROVED AGENCIES**

Students may obtain a general idea of placement settings by checking the Field Education website: (http://www.brynmawr.edu/socialwork/field.html) or the binder on the table outside of the field office. These listings may not be exhaustive as the field office frequently updates field materials in response to calls from agencies interested in providing field placement opportunities for our students. Other recommended sources of information include the agency’s website.

First year students will be matched to an agency field site according to their professional and academic goals, experience level and interests, and their interview with a field education representative.

Second year and Advanced Standing students are asked, in addition, to provide specific choices (see next page).
FOR SECOND YEAR AND ADVANCED STANDING STUDENTS ONLY:

Although we cannot guarantee that you will be placed in one of your preferred programs/agencies, this information will be used to determine an appropriate field placement.

<table>
<thead>
<tr>
<th>AGENCY NAME/LOCATION: (List Top 3 Choices)</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
</tbody>
</table>

Additional Comments:

FOR FIELD EDUCATION OFFICE ONLY:

- [ ] Individual Interview
- [ ] Group Interview
- [ ] Telephone Interview