internal use only

THE UNIVERSITY OF MICHIGAN

SCHOOL OF SOCIAL WORK OFFICE OF FIELD INSTRUCTION
SCHOOL OF SOCIAL WORK BUILDING
ROOM 1704, ANN ARBOR, MI 48109-1106

Student Placement Request Form

Please Print or Type

Date: _____/_____/_____

Please complete and return this form and all supporting materials to the Office of Field Instruction by July 1, 2003.

1. Student Identification *(Complete any areas or questions that are blank)*

Name: Student I.D. #:

Local Address:

Phone: Internet (email): _____

Effective/End Date:

Permanent Address:

Phone:

Any changes you make in this box should also be updated with the Admissions Office.

2. Educational Plans

Practice Method: Elective Minor Method: _____

Practice Area: Anticipated Graduation Date:

Track/start date:

If you have elected one of the School's certificate programs or special program please indicate:

❑ Aging Certificate ❑ AmeriCorps ❑ FIA IVE Program ❑ Hartford Geriatric SW Fellows Program
❑ School Social Work ❑ Sol Drachler Program in Jewish Communal Leadership
❑ Dual Degree with _____ (Please fill in appropriate academic unit)

- Once you are in placement, may other students contact you directly to learn about your field experience? ❑ yes ❑ no
- Will you have a car available for your practicum? ❑ yes ❑ no
- If you checked yes, are you willing to transport other students to a field site? ❑ yes ❑ no

While cars are not required for admission to the School, they are often required for practicum related work and may be needed for travel to and from the agency. This means that students without cars may have limited placement options, unless carpooling can be arranged with other students. All students should have a driver's license as agencies often require use of vehicle for field related tasks.

3. Student Status

Check below if you have:

❑ Plans to start your placement that deviate from the typical curriculum schedules; must submit an Out-of-Sequence petition, available from the offices of the Registrar or the Field Instruction Program.

❑ An exemption request pending or approved. Date exemption application submitted ____/____/____.

4. Other (Optional)

Is there any information you wish to share about your background or current situation that may require special accommodations for your field placement? (Examples can include chronic illness, a disability, dependant care that may require your placement's proximity to your home). (This question is voluntary. Your response may help with identifying or arranging appropriate field instruction sites that pertain to your particular needs. This information, will not be used to determine a field placement site. This information will not be shared without your written permission. A Release of Information form is attached).

_____

_____

5. Setting

I would prefer the following kind of setting: **(check no more than 3)**

- ❑ administrative unit (E1)
- ❑ business setting (E2)
- ❑ community center (E3)
- ❑ community mental health (E4)
- ❑ community organization (E5)
- ❑ community-based health (E6)
- ❑ community-based social service (E7)
- ❑ correctional setting (E8)
- ❑ court/justice system (E9)
- ❑ day hospital/partial hospitalization (E10)
- ❑ educational setting (E11)
- ❑ emergency/crisis center (E12)
- ❑ employee assistance program (E13)
- ❑ government setting (E14)
- ❑ inpatient program (E15)
- ❑ interdisciplinary setting (E16)
- ❑ legislative unit (E17)
- ❑ medical hospital (E18)
- ❑ nursing home (E20)
- ❑ outpatient program (E21)
- ❑ psychiatric hospital (E22)
- ❑ religious program (E24)
- ❑ residential treatment (E25)
- ❑ rural setting (E26)
- ❑ urban setting (E30)
- ❑ other (please describe) _____ (E31)

6. Designate your areas of interest as they relate to your field placement: (check all that apply)

I am interested in the following areas:

- ❑ advocacy (C1)
- ❑ assessment and evaluation (B1)
- ❑ budget preparation (C2)
- ❑ case management (B2)
- ❑ committees/task forces (C3)
- ❑ community development (C4)
- ❑ concrete service provision (B14)
- ❑ couples work (B3)
- ❑ crisis intervention (B4)
- ❑ data collection (C5)
- ❑ discharge planning (B4)
- ❑ fundraising/grant writing (C7)
- ❑ group work (B8)
- ❑ individual casework (B9)
- ❑ information and referral (B10)
- ❑ legislative advocacy (C8)
- ❑ mediation (B11)
- ❑ needs assessment (C)
- ❑ network development (C9)
- ❑ outreach (B12)
- ❑ policy analysis & development (C11)
- ❑ prevention (B13)
- ❑ program development/planning (C13)
- ❑ program evaluation (C14)
- ❑ report writing (C16)
- ❑ research and analysis (C17)
- ❑ other (please describe) (C20)

7. Assignments : I would like to learn about the following: (check all that apply)

- ❑ abuse and neglect (F1)
- ❑ adoption (F2)
- ❑ adventure education (F3)
- ❑ AIDs/HIV (F4)
- ❑ Alzheimer's disease/ dementia (F5)
- ❑ Anxiety disorders (F6)
- ❑ Attention deficit & hyperactivity disorder (F7)
- ❑ autism (F8)
- ❑ child welfare (F9)
- ❑ depression (F10)
- ❑ death and dying (F11)
- ❑ developmentally disabled (F12)
- ❑ domestic violence (F13)
- ❑ dual diagnosis: mental illness/ chemical dependency (F14)
- ❑ Treatment of alcohol & other drugs (F28)
- ❑ emotionally disturbed (F16)
- ❑ foster care (F17)
- ❑ health care (F18)
- ❑ IEPC's (F61)
- ❑ incest treatment (F19)
- ❑ infant mental health (F20)
- ❑ learning disorders (F21)
- ❑ maternal and child health (F22)
- ❑ mental health/illness (F23)
- ❑ oncology (F24)
- ❑ physical disability (F25)
- ❑ protective services (F26)
- ❑ sexual abuse and assault (F27)
- ❑ suicide prevention (F29)
- ❑ employment and training (F30)
- ❑ housing (F31)
- ❑ homelessness (F32)
- ❑ job preparation and development (F34)
- ❑ school social work (F53)
- ❑ cognitive/behavior treatment (F37)
- ❑ family systems treatment (F38)
- ❑ task centered treatment (F39)
- ❑ strategic family treatment (F40)
- ❑ structural family treatment (F41)
- ❑ crisis intervention (F41)
- ❑ legal processes & legal systems, (F44) including juvenile justice and/or adult corrections
- ❑ state or local political processes (F45)
- ❑ DSM IV use (F46)
- ❑ immigrant populations (F46)
- ❑ gay/lesbian issues (F49)
- ❑ parenting (F51)
- ❑ pregnant teens, teen parenting (F52)
- ❑ long-term services (F59)
- ❑ short-term services (F60)
- ❑ other (please describe) _____ (F61)

8. Population. (check all that apply)

I would prefer a placement that is primarily concerned with the following populations:

- ❑ adolescents
- ❑ adults
- ❑ children
- ❑ elderly
- ❑ families
- ❑ men
- ❑ women
- ❑ other (please specify) _____

- ❑ African American
- ❑ Middle Eastern/M.E. American
- ❑ Native American
- ❑ Asian American
- ❑ Caucasian
- ❑ other (please specify) _____
- ❑ Hispanic American
- ❑ Chaldean

9. Student Field Instruction Preference

Go to OFI web site (http://www.ssw.umich.edu/ofi). Click on agency slot listing, and follow "agency selection directions to generate placement options. Using the Placement Slot List, indicate below as many agency preferences as you like. If you would rather not list particular agencies, you may also describe the type of agency you prefer.

All placements must be arranged by the Office of Field Instruction. Students must not initiate contact with any agency to seek a placement within that agency without prior approval of the Office of Field Instruction. Any placements initiated without the knowledge of the Field Instruction Staff will not be approved.

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 SITE.

AGENCY NAME	FIELD EDUCATOR COMMENTS

10. Goal Statement

Please provide a double-spaced statement of no more than one page describing your educational goals and ways in which fieldwork with or on behalf of a particular population will further your goals. Therefore: Include your e-mail address and most current phone number on your resume. Do not mention particular agencies. Include anything that would be relevant in assisting us in the placement process. This goal statement and a copy of your resume will be sent to the agency to which you are assigned. Please refer to the Field Instruction Manual for more information on the preparation of the resume and goal statement.

Please sign this form and the Release of Information form (attached).

Please submit the following to Connie LaBumbard, the Office of Field Instruction:

3 copies of resume
3 copies of typed goal statement (maximum 1 page double-spaced)
Signed Release of Information Form (attached)
Signed Placement Request Form (sign below)

Due Date: July 1, 2003

Student Signature: _____ Date:_____

*Refer to our web address http://www.ssw.umich.edu/ofi or to the section titled "Agency Assignment Process" in the *Field Instruction Manual* for guidelines in developing resumes and goal statements.