

# FOUNDATION FIELD PLACEMENT PLANNING GUIDE

## PLACEMENT PREFERENCE

**Submit 3 copies to the Director of Field Education. These documents are sent to the potential field instructor who will be interviewing you.**

Date: \_\_\_\_\_ (Format: mm/dd/yyyy)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Concentration Area  
Children and Family Services \_\_\_\_\_ Mental Health & Substance Abuse \_\_\_\_\_

### Local Information:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

### Emergency Contact Information

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

### Experience:

\_\_\_\_\_ Years of social work related employment experience

\_\_\_\_\_ Years of other employment experience

\_\_\_\_\_ Years of social work related volunteer experience

Briefly discuss the fields of social work practice which interest you most and the kind of social problems you would like to work on during your first placement (e.g. aging, child and family services, health, military families, mental health, substance abuse, public social services, services to rural communities, populations at risk, etc.):

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### SPECIAL CONSIDERATION

If you received a stipend or scholarship, are there any conditions that may restrict your placement? If yes, please explain:

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Are there any other factors that should be considered as we plan your foundation placement assignment (e.g. health concerns, special needs, transportation, etc.)? If yes, please explain:

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Does the field office have your permission to share this information with potential field instructors?

- Yes       No



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Describe how your proposed placement will differ from your regular job

Will you:

- be assigned to a new unit:
- work with a different client population:
- receive field instruction from someone other than your work supervisor:
- use different social work intervention methods; or
- use a combination of the above.

Fully explain your proposal below. (required if completing this form)

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Does this proposal have the following approvals: (required if completing this form)

- Yes  No: Your proposed field instructor
- Yes  No: Your proposed director
- Yes  No: Your current supervisor

Does the Field Office have your permission to contact all of the above people in your agency to discuss this proposal? (required if completing this form)

- Yes  No

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for completing the Foundation Placement form. Remember to submit 3 copies of your resume to the Field Office!**

## **RESUME GUIDE**

Your resume is your field instructor's first introduction to you. It will give you the opportunity to share information about yourself in a brief, easy to read style and it should be done with great care. Below is one way your resume can be arranged. While it is not necessary for you to arrange yours in this manner, it is necessary that you include all the information listed.

Limit your resume to two pages or less.

- I. Personal data  
Name, address, phone, e-mail address
  
- II. Education experience  
Educational institutions and the dates you attended. List degrees, majors and minors.
  
- III. Work/volunteer experience  
List your work and volunteer experience in chronological order. Provide a brief (2-3 lines) job description with beginning and ending dates. Identify paid positions. Also identify those positions in which you had MSW supervision.
  
- IV. Special skills or attributes  
In this section, list those skills or attributes that enhance your ability to work with others. For example: do you speak a foreign language or are skilled in sign language? Are you skilled in athletics, art, music, or public speaking? Do you have extensive skill in computer technology?
  
- V. Professional affiliation, certifications or licensures, and honors  
In this section, list membership in professional organizations such as NASW, CSWE, etc. Also indicate licensure or certification in specific related area. Any specific academic or community honor would also be appropriate here.