

## Year II Field Placement Application

This form is used for internal purposes only.

### Student Contact Information

1. Last Name:
2. First Name:
3. Which pronouns do you use?
4. Simmons Email Address:
5. Anticipated City and State of Residence:
6. Phone (primary):

### Transportation

7. Will you have access to a car next year?  
 Yes  
 No

### Languages

8. **If you are proficient in any languages other than English, please list them below:**  
If you do not speak languages other than English, please write "none" in the box below.

### Special Schedule Requests

Students are expected to be in field 3 days per week for a total of 24 hours per week (Monday, Thursdays, and a third mutually agreed upon day with your agency) throughout the entire academic year. Students should try to keep Tuesdays open for classes. **It is highly recommended that you find out about your schedule at the agency before registering for classes. If for any reason your agency negotiates different days, you may be required to take classes at night. It is your responsibility to make sure you register for classes early enough to accommodate the variance.** When you meet with a Field Faculty member to discuss placement, please alert them of any extenuating circumstances (e.g., childcare, geographic, or other obligations) that may interfere with standard field placement schedule requirements.

Please note that a very limited number of 16 hour per week placements are available for Year II Placement and must be requested and approved by the Field Department and the agency of interest. If you are approved for a 16 hour per week placement, please remember you will not graduate until August when your placement is complete.

Note: Consideration will be given to all requests, however, there is no guarantee that all requests can be accommodated.

### Specializations

9. Have you been accepted into one of these programs? If not, please leave this blank.  
 MSW/SAC (School Adjustment Counselor) Program  
 Healthcare Certificate Program  
 Trauma Certificate Program  
 Public Policy Certificate Program

## Writing Skills

10. Please assess your writing skills:

- Strong
- Moderate
- Need help

11. Would an agency that requires extensive documentation be a good match for you?

- Yes
- No

## Year I Placement

12. Name of Year I Placement Agency and specific program (if applicable):

## Year II Placement

Please consider your learning and career goals when answering the next several questions below.

13. Is there any practice area or setting that is not suitable to you?

14. If you would like, please list 3-4 placement/settings of interest that are consistent with your learning goals. Rank in order of preference (from 1 – 4). Please remember, placement availability is subject to change according to agency need.

## Employment-Based Placement Application

Placements in one's place of employment may be an option for students who are currently employed by a human service agency. The designated hours for the internship must be separate from the employment hours and must offer different learning opportunities. The placement must meet the school's criteria for a field placement. Additionally, the student must have a qualified LICSW field instructor who meets all of the criteria of the school and is not the student's current employment supervisor. An application must be completed and submitted for approval and can be found on the [Field Department website](#).

15. Will you be applying for an employment-based placement?

- Yes
- No

16. If you answered "Yes" to the previous question, what is the name of your employment agency?

## Failure to Secure a Field Placement

In the event of three unsuccessful field placement interviews, the Field Department reassesses the student's appropriateness for a field placement. Planning for another placement may not begin until a Level II Review is held or other steps are taken as determined by the Field Department. It is at the discretion of the Director of Field Education, in consultation with the Associate Director, to recommend dismissal from the program if an appropriate graduate level clinical social work internship does not appear to be obtainable. Read more about this policy [here](#).

## Accessibility Services

The Office of Accessibility Services (OAS) is a strategy-based student support office, which serves qualified Simmons University undergraduate and graduate students to ensure equal access to Simmons University facilities, educational and co-curricular programs, campus activities, and employment opportunities. Students who wish to receive academic accommodations for this course must first register due to a documented diagnosis or disability with the OAS.

Following registration, OAS provides eligible students with an Academic Accommodation Authorization document to share with the faculty members of their choosing to confirm their authorized accommodations. Students are not eligible to receive or use accommodations in any course until they have provided their Academic Accommodation Authorization document to the course's instructor. Accommodations are applied on a prospective basis; students are not eligible to apply accommodations on a retroactive basis.

OAS is physically located on the first floor of Lefavour Hall in the Center for Student Success and is open from 8:30 am to 4:30 pm Monday through Friday. OAS services are fully available for online students via remote access. For more information about the services and accommodations available through the Office of Accessibility Services, please review the OAS website at [simmons.edu/access](http://simmons.edu/access) or write to OAS at [access@simmons.edu](mailto:access@simmons.edu).

## Agency Onboarding and CORI Checks

Background checks, including drug screens and Criminal Offense Record Investigation (CORI) checks are required by many placement agencies. Simmons encourages agencies to initiate the process of requesting a background check before placements start in the Fall. Students are urged to let the Director of Field Education, Eugenia Knight at [eugenia.knight@simmons.edu](mailto:eugenia.knight@simmons.edu), know of anything that might be discovered in a background check so that an appropriate placement plan can be made. **For students who are required to complete CORI checks, drug screens, fingerprinting, immunizations, or other onboarding requirements, the student will be responsible for associated costs.** Students may be asked by an agency to request their own CORI through the School of Social Work.

For the Simmons University School of Social Work CORI Policy, refer to the [Field Education Manual](#).

## Signature

By signing my name, I give permission for my resume to be sent to agencies.

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Student's Signature

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Date