



## BSW INTERNSHIP PLACEMENT REQUIREMENTS

1. Attend Orientation Session
2. Join BSW Practicum Support Group Me
3. Plan to attend Practicum Job/Career Fair: March 21, 2023
4. Complete field application by April 3, 2023
5. Field Interview with BSW Practicum Director: Allison Gibson
6. Prepare for interview with Field Placement(s)
7. Join NASW and obtain professional liability insurance
8. Complete and turn in pre-field orientation assignments

### Forms and Verification Needed **Before Field Interview:**

Application for Field Placement by April 3, 2023

-Submit to swrk@wku.edu

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Resume (some agencies may request resume at or before interview)

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Consultation with Field Faculty

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### Forms and Verification Needed **Before Starting Placement:**

HIPAA Training/Statement

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Field Policy Statement

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Proof of Liability Insurance \$1-5 Million Policy (Verified in Writing)

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Pre-field Orientation Assignments

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Worksite Placement/Paid Internship Request (if applicable)

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### **Field Director Must Have:**

Application of Agency and Contract

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Resume or Vita of Field Instructor

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Copy of License or Transcript of Instructor

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### Forms and Verification Required **During Placement:**

Learning Plan

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Completed Timesheets

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Evaluations (Mid-term & End of Semester)

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Student Evaluation of Field Placement

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