

INTENSIVE WEEKEND PROGRAM APPLICATION FOR ADMISSION

MESSAGE TO THE APPLICANT

One of the benefits of the Intensive Weekend program is that it allows employed social workers to pursue a Master's degree while maintaining full-time employment. The Mandel School of Applied Social Sciences allows students to complete their field education requirements at their places of employment. Field education activities must be differentiated from typical work activities and must be specifically designed to provide new learning experiences.

INTENSIVE WEEKEND APPLICATION CHECKLIST

- Applicant's Agreement Form
- Employer's Agreement Form
- Initial Field Education Proposal
- Applicant's Current Job Description
- Applicant's Current Resume
- Proposed Field Instructor's Resume
- Proposed Field Instructor's L.I.S.W. Certificate and renewal card if applicable (photocopy)

To be considered for admission to the Intensive Weekend program, the Applicant's and Employer's Agreement Forms and the Initial Field Education Proposal must be completed as part of the application process. Please also include the applicant's current job description, current resume or vitae from both the applicant and proposed field instructor, and a copy of the proposed field instructor's current license, with expiration date.

We encourage potential students to explore with their employers/supervisors possible assignments that can meet the criteria in the Initial Field Education Proposal. Students are required to complete approximately 1,184 hours of field education over the course of their studies. (Most students devote an average of 10 to 14 hours per week to complete the required hours.)

MESSAGE TO THE AGENCY

(TO BE SHARED BY APPLICANT)

An employee of your agency is applying to the Intensive Weekend program at the Mandel School of Applied Social Sciences. The program is designed for employed social workers that wish to work toward a Master's degree in social work while maintaining full-time employment in a social work setting.

Intensive weekend classes are held one weekend per month. Students are required to attend classes on **eight Fridays and one Thursday the first year, and five Fridays the second and third years.** First-year students are required to attend two additional Thursday sessions. Leave time, vacation time, or other release time is often granted for these days.

If you are willing to consider having your employee participate in this program, please sign the Employer's Agreement Form, which your employee will include with his/her application for admission.

FIELD EDUCATION REQUIREMENTS

To determine the eligibility of an Intensive Weekend applicant, the Mandel School must assess the feasibility of the applicant using his/her employment site for his/her field education experience. The following conditions must be met:

1. The student must have at least one year of paid full-time employment in a social service capacity before attending the Intensive Weekend program.
2. Field education hours must be specifically designated and differentiated from other work hours to provide for new learning opportunities. In most instances this can be incorporated into normal work hours.
3. There are very few placements that offer night, evening, and weekend hours and coverage for adequate field instruction. Usually this situation will not allow for continuity of the learning experience and actual acclimation to the full scope of agency practice. Students need to be in placement during times when the field instructor and/or task supervisor is on duty and available to the student.
4. The student must be able to be involved in a variety of learning tasks that are different from or expand upon his/her current role. The learning tasks should reflect a broad range of experiences to include projects that require new administrative, clinical, or research skills; opportunities for collaboration; participation in inter/trans-disciplinary activities; and understanding client or community systems.
5. Field instruction must be provided by a Master's level social worker with a minimum of two years post-Master's experience and licensed or license-eligible at the highest level conferred by the state of practice. The field instructor should be proficient in the student's scope of practice. The field instructor must be an individual other than the student's current supervisor, former supervisor, or previous field instructor, and must commit to providing one hour per week of face-to-face field instruction with the student throughout the course of study. The field instructor can be a practitioner from outside the student's agency. Students must disclose relationships they have with the field instructor outside of field instruction.

6. The M.S.S.A. requires that students complete 1,184 hours of field education. Students with a B.S.W. from an accredited program are required to complete 1,008 hours. Students devote an average of 10 to 14 hours per week to their field experience. The planned number of hours is agreed upon prior to the start of the field period. Students with advanced standing may have Field 601 waived. During Field 603, all Intensive Weekend students will develop an advanced learning opportunity that builds on prior field experiences. This may present itself in another agency, another department within the agency, or a specific learning experience with a faculty member. This plan is finalized with the field instructor and field advisor during Field 603 so that the advanced opportunities can be implemented during 604.

If an applicant has questions or needs assistance in completing the field proposal portion of the application, she/he should feel free to contact Zoe Breen Wood, Director of Field Education at zbw@case.edu or 216-368-2689.

INTENSIVE WEEKEND PROGRAM APPLICATION FOR ADMISSION

INTENSIVE WEEKEND PROGRAM APPLICANT AGREEMENT FORM

This application form is required for all Intensive Weekend applicants.

Applicant's Name _____

Name of Agency _____

Agency Address _____

Describe Range of Agency Services _____

Job Title _____ Number of Years in Present Job _____

Describe Your Job Duties (please attach a copy of your job description) _____

Are you an employee of a county public child welfare agency? Yes No

Do you expect to be employed by this agency for the duration of the degree? Yes No

Is your agency assisting you financially to attend school? Yes No

Applicant and agency director signatures are required to be considered for admission.

Applicant's Agreement

I understand that participation in the Intensive Weekend format is contingent upon meeting the criteria and conditions for field education as outlined on the Field Education Proposal.

Applicant's Signature _____ Date _____

INTENSIVE WEEKEND PROGRAM APPLICATION FOR ADMISSION

EMPLOYER'S AGREEMENT

_____, an employee of your agency, is applying to the Intensive Weekend Program at the Mandel School of Applied Social Sciences. The program is designed for employed social workers who wish to work toward a Master's degree in social work while maintaining full-time employment in a social work setting.

Intensive classes are held one weekend per month. Students are required to attend classes on eight Fridays and one Thursday the first year, and five Fridays the second and third years. Leave time, vacation time, or other release time is often granted for these days.

FIELD EDUCATION REQUIREMENTS

To determine the eligibility of an intensive weekend applicant, the Mandel School must assess the feasibility of the applicant using his/her employment site for the field education experience. The following conditions must be met:

1. The student has at least one year of paid full-time employment in a social service capacity.
2. Field education hours must be specifically designated and differentiated from other work hours to provide for new learning opportunities. In most instances this can be incorporated into normal work hours.
3. There are very few placements that offer night, evening, and weekend hours and coverage for adequate field instruction. Usually this situation will not allow for continuity of the learning experience and actual acclimation to the full scope of agency practice. Students need to be in placement during times when the field instructor is on duty and available to the student.
4. The student must be able to be involved in a variety of learning tasks that are different from or expand upon his/her current role. Students may complete special projects that require new administrative, clinical, or research skills.
5. Field instruction must be provided by a Master's level social worker with a minimum of two years post-Master's experience and licensed or license-eligible at the highest level conferred by the state of residence. The field instructor must be an individual other than the student's current supervisor, former supervisor, or previous field instructor. This can be a practitioner from outside the student's agency. The field instructor must attend field related training conducted by the Mandel School. CEUs will be awarded for this training.
6. The M.S.S.A. requires that students complete 1,184 hours of field education. Students with a B.S.W. from an accredited program are required to complete 1,008 hours. Students devote an average of 10 to 14 hours to their field experience per week. The planned number of hours is agreed upon prior to the start of the field period. Students with advanced standing may have Field 601 waived. During Field 603, all Intensive Weekend students will develop an advanced learning opportunity that builds on prior field experiences. This may present itself in another agency, another department within the agency, or a specific learning experience with a faculty member. This plan is finalized with the field instructor and field advisor during Field 603 so that the advanced opportunities can be implemented during 604.

If you are willing to consider having your employee participate in this program, please sign the Employer's Agreement Form and return it with the application for admission.

INTENSIVE WEEKEND PROGRAM APPLICATION FOR ADMISSION

EMPLOYER'S AGREEMENT

I have read the information regarding the Intensive Weekend Program and the requirements for field education. I am willing to consider having my employee use this agency as the site for field education. I understand that this may require flexible work assignments and scheduling in order to meet the student's educational needs.

Agency Director's Signature _____ Date _____

Title _____ Work Phone _____

Agency Name _____

INTENSIVE WEEKEND PROGRAM APPLICATION FOR ADMISSION

INTENSIVE WEEKEND INITIAL FIELD EDUCATION PROPOSAL

In order to have your field education proposal approved you must submit it with your application to the Mandel School of Applied Social Sciences. The initial field proposal will be reviewed and approved by the director of the Field Education Program. The proposal must include the signatures of your field instructor (someone other than your supervisor) and agency director. Your job description as well as the field instructor's current resume or curriculum vitae must also accompany your proposal. Please note that we cannot process your application to the Mandel School unless all of these areas are complete.

Your final field proposal must be submitted at least forty-five (45) days prior to the beginning of field placement.

Name of Applicant _____ Home Phone _____

Applicant's E-mail Address _____

Name of Agency _____ Agency Phone _____

Agency Address _____

Date of Hire _____ Current Job Title _____ Months in Current Job _____

Current Supervisor's Name _____ Supervisor's Degree(s) _____

Name of Proposed Field Instructor _____ MSW L.I.S.W. M.S.S.A. L.I.S.W.-S

Phone _____ E-mail Address _____

If the field site is other than the place of employment, complete the next three items:

Name of Field Agency _____ Phone _____

Agency Address _____

Please check all current and proposed areas of focus:

Current Employment	Proposed for Field		Current Employment	Proposed for Field	
<input type="checkbox"/>	<input type="checkbox"/>	Abuse (physical, sexual, elder, spouse)	<input type="checkbox"/>	<input type="checkbox"/>	Income maintenance
<input type="checkbox"/>	<input type="checkbox"/>	Administration	<input type="checkbox"/>	<input type="checkbox"/>	Individual psychotherapy
<input type="checkbox"/>	<input type="checkbox"/>	Aging	<input type="checkbox"/>	<input type="checkbox"/>	Intake
<input type="checkbox"/>	<input type="checkbox"/>	Advocacy	<input type="checkbox"/>	<input type="checkbox"/>	Learning problems
<input type="checkbox"/>	<input type="checkbox"/>	Alcoholism	<input type="checkbox"/>	<input type="checkbox"/>	Legal/justice system
<input type="checkbox"/>	<input type="checkbox"/>	Anti-social behavior	<input type="checkbox"/>	<input type="checkbox"/>	Marital issues
<input type="checkbox"/>	<input type="checkbox"/>	Assessment	<input type="checkbox"/>	<input type="checkbox"/>	Mental health
<input type="checkbox"/>	<input type="checkbox"/>	Board involvement	<input type="checkbox"/>	<input type="checkbox"/>	Multi-problem family
<input type="checkbox"/>	<input type="checkbox"/>	Case management	<input type="checkbox"/>	<input type="checkbox"/>	Needs assessment
<input type="checkbox"/>	<input type="checkbox"/>	Chemical dependency	<input type="checkbox"/>	<input type="checkbox"/>	Organizational assessment
<input type="checkbox"/>	<input type="checkbox"/>	Child protection	<input type="checkbox"/>	<input type="checkbox"/>	Parent-child issues
<input type="checkbox"/>	<input type="checkbox"/>	Community development	<input type="checkbox"/>	<input type="checkbox"/>	Physical disability
<input type="checkbox"/>	<input type="checkbox"/>	Couple's psychotherapy	<input type="checkbox"/>	<input type="checkbox"/>	Policy making
<input type="checkbox"/>	<input type="checkbox"/>	Crisis intervention	<input type="checkbox"/>	<input type="checkbox"/>	Poverty
<input type="checkbox"/>	<input type="checkbox"/>	Developmental disabilities	<input type="checkbox"/>	<input type="checkbox"/>	Program development and evaluation
<input type="checkbox"/>	<input type="checkbox"/>	Domestic violence	<input type="checkbox"/>	<input type="checkbox"/>	Separation and/or abandonment
<input type="checkbox"/>	<input type="checkbox"/>	Employment	<input type="checkbox"/>	<input type="checkbox"/>	Single parenting issues
<input type="checkbox"/>	<input type="checkbox"/>	Family psychotherapy	<input type="checkbox"/>	<input type="checkbox"/>	Staff training and development
<input type="checkbox"/>	<input type="checkbox"/>	Fund raising	<input type="checkbox"/>	<input type="checkbox"/>	Supervision
<input type="checkbox"/>	<input type="checkbox"/>	Group psychotherapy	<input type="checkbox"/>	<input type="checkbox"/>	Treatment planning
<input type="checkbox"/>	<input type="checkbox"/>	Health care	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify) _____
<input type="checkbox"/>	<input type="checkbox"/>	HIV/AIDS			
<input type="checkbox"/>	<input type="checkbox"/>	Homelessness			

