**DEPARTMENT OF SOCIAL WORK**

**COLLEGE OF SOCIAL WORK AND COMMUNITY DEVELOPMENT**

**UNIVERSITY OF THE PHILIPPINES**

**Field Instruction Application Form for Master’s in Social Work**

**Instructions:**

* Read and accomplish the form carefully.
* Write *NA* to those items that are not applicable.
* Review and sign the form, and convert to PDF before submitting to the FI coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Submit on a separate document an autobiography following the guidelines at the end of this form.

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| **FIELD INSTRUCTION INFORMATION SHEET** | | | |
| Name: |  | | |
| Age: |  | Date of Birth: |  |
| Sex: |  | Civil Status: |  |
| Religion: |  | | |
| FI Course Applying to: | *Note: Please put a (✔) in the space provided.*  [ ] SW 285:  [ ] SW 286:  [ ] SW 287: | | |

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| **ADDRESS AND TELEPHONE NUMBER** | | | |
| Present Address: |  | | |
| Telephone Number: |  | Cellphone Number: |  |
| E-mail Address |  | | |
| Home Address: |  | | |
| Telephone Number or Cellphone Number: |  | | |

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| **SCHOOLS ATTENDED** | | | |
| High School: |  | Year/s Attended: |  |
| College: |  | Year/s Attended: |  |
| Graduate: |  | Year/s Attended: |  |

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| **SOCIAL WORK COURSES TAKEN** | | | |
| **For SW 285 Applicant** | | | |
| **SW Courses** | **Faculty/Instructor** | **Term Taken** | **Grade Obtained** |
| SW 202 |  |  |  |
| SW 220 |  |  |  |
| **For SW 286 Applicant** | | | |
| SW 201 |  |  |  |
| SW 210 |  |  |  |
| SW 225 |  |  |  |
| SW 290 |  |  |  |
| SW 211 |  |  |  |
| SW 226 |  |  |  |
| SW 235 |  |  |  |
| SW 251 |  |  |  |
| SW 253 |  |  |  |
| SW 254 |  |  |  |
| SW 255 |  |  |  |
| SW 256 |  |  |  |
| **For SW 287 Applicant:** | | | |
| SW 286 |  |  |  |

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| **PROGRAM ADVISER** | |
| **Name of Program Adviser:** |  |

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| **EMPLOYMENT/INTERNSHIP** | | | | |
| **Organization’s name:** | **Position:** | **Inclusive Dates:** | **Contact details (email or number):** | **Voluntary or Paid:** |
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| **WORK APPROVAL FOR FI** | |
| Have you sought approval from your Work on taking FI? | *Note: Please put a (✔) in the space provided.*  [ ] No  [ ] Yes  [ ] N/A |
| **If no**, state the reason.  **If yes,** please specify the details of the approval. (Ex. work arrangements/schedule, leaves approved, work study scheme, etc.) |  |

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| **ORGANIZATIONAL AFFILIATION** | | |
| **Organization** | **Position** | **Inclusive Dates** |
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| **SCHOLARSHIP APPLICATION** | | | |
| Estimated Family Income: |  | Existing Scholarship: |  |
| Will you apply for scholarship? | *Note: Please put a (✔) in the space provided*  [ ] Yes  [ ] No | Scholarships applied for: |  |

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| **IN CASE OF EMERGENCY, CONTACT:** | | | |
| Name: |  | | |
| Relationship: |  | | |
| Telephone Number: |  | Cellphone Number: |  |
| Email Address: |  | | |
| Insurance: |  | Coverage period: |  |

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| **FAMILY BACKGROUND** | | | |
| **Name of family members** | **Age** | **Educational Attainment** | **Occupation** |
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| **MEDICAL AND PSYCHOLOGICAL BACKGROUND** |
| Have you been hospitalized/ received/ are receiving special medical treatment for any ailment/ illness?  *Note: Please put a (✔) in the space provided.*  [ ] No  [ ] Yes  If yes, please state illness/ ailment and inclusive date of confinement/ medical check-up/ consultation? |
| Are you currently taking medicine/drugs for any medical condition?  *Note: Please put a (✔) in the space provided.*  [ ] No  [ ] Yes  If yes, please state ailment/medical condition and the medicine/ drugs being currently used. |
| Do you have any physical difficulty/ medical condition that may have a bearing on your fieldwork?  *Note: Please put a (✔) in the space provided.*  [ ] No  [ ] Yes  If yes, please explain. |
| What endorsed psychological management are you currently observing?  *Note: Please put a (✔) in the space provided.*  [ ] Counselling  [ ] Therapy  [ ] Medication, please specify:  [ ] N/A |

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| **FIELD PLACEMENT PREFERENCE** | | | |
| **For SW 285 Applicant:** | | | |
| **Sector/Field** | **Agency** | | **Reason** |
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| **For SW 286 Applicant:** | | | |
| **Proposed Practice Model in SW 225 and SW 226:** | **Target Agency in your Proposed Practice Model in SW 225 and 226:** | | **Relation to the Agency:** |
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| *Note:*   1. *Please submit a copy of your Proposed Practice Model in SW 225 and 226.* | | | |
| **Will you continue your proposed practice model in SW 225 or 226?** | | **Reason:** | |
| [ ] Yes  [ ] No | |  | |
| **For SW 287 Applicant:** | | | |
| **Will you continue your proposed practice model in SW 286?** | | **If no, please specify reason:** | |
| [ ] Yes  [ ] No | |  | |
| **Will you continue your model in your previous agency?** | | **If no, please specify reason and your new target agency:** | |
| [ ] Yes  [ ] No | |  | |
| *Note:*   1. *For SW 285: Please note that field placements are subject to the assessment of the FI committee and the availability of the agency to accommodate students for a semester.* 2. *For SW 286 and 287: Students should look for the agency and initiate inquiry/coordination for possible partnership for the FI.* | | | |

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| **EXPECTATIONS ABOUT FIELD PLACEMENT** | |
| **From self:** |  |
| **From peers:** |  |
| **From faculty supervisor:** |  |
| **From agency supervisor:** |  |
| **From the clients, community and/or partner agencies:** |  |

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| **COMMITMENTS ON FIELD PLACEMENT**  *(What arrangements will you make as commitment to the clients, partner agencies, and/or communities?)* | |
| **Personal and family Life:** |  |
| **Concurrent academic courses taken (if applicable):** |  |
| **Work (if applicable):** |  |

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| **GENERAL FEELINGS ON FIELD PLACEMENT** | |
| **POSITIVE (Explain)** | **NEGATIVE (Explain)** |
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| **APPLICANTS DECLARATION AND SIGNATURE** |
| I hereby declare that this application form has been accomplished by me and it contains true, correct, and complete information.    Signature over printed name  Date Accomplished: |

**AUTOBIOGRAPHY**

1. The autobiography must be a brief and concise narrative of the student’s life history, focusing on signiﬁcant events and concerns (e.g. positive and negative experiences, relationships, turning points, strengths and weaknesses), particularly those that
   1. May have had a bearing on his/her choice of social work as an academic discipline and future profession;
   2. May positively or negatively affect his/her performance in Field Instruction (e.g., shyness to initiate a conversation with clients; middle class lifestyle might hinder ability to live and work with people in an urban/rural poor community); personal apprehensions in engaging individuals, groups and communities in the social work helping process like communication barriers, etc.)
2. Include your reﬂections on the following:
   1. As future social workers, who will work with individuals, groups, families and communities and who will be in touch with various realities in the ﬁeld, what are the knowledge, skills, attitudes and general competencies that you think you will need to enhance?
   2. What support will you need from your faculty and agency supervisors?