

NORTH CAROLINA CENTRAL UNIVERSITY

DEPARTMENT OF SOCIAL WORK

1ST Year MSW and Advanced Standing MSW Students

Field Education Office

Application Due Date (Friday, April 22nd)

STUDENT IDENTIFICATION- All Information Should Be **Typed**

Name: _____	Today's Date: _____
Current Address: _____	Banner ID# _____
City: _____	State: _____ Zip: _____
Cell Phone Number: _____	
Home Number: _____	
Alternate Number: _____	
NCCU Email Address: _____	
Personal Email Address: _____	
Permanent Address: _____	
Permanent Home Phone Number: _____	
City: _____	State: _____ Zip: _____

TRANSPORTATION

Will you have your own transportation available for your field placement? <input type="checkbox"/> YES <input type="checkbox"/> NO
If No, what are your plans for reporting to your Field Practicum on assigned field days?

STUDENT FIELD INTERESTS- Part 1

Indicate the type of agency setting you **desire** for your Field Practicum. *If there is a particular agency that you are interested in, include the agency name, contact person and phone number in the space next to the category.* **You may select up to three field placement interests, however, you will only be permitted to interview at one agency at a time.** **Students:** Please be aware that The Field Education Office **cannot** guarantee that you will be placed in the field placement of your choice.

- Child Welfare : _____
- Correctional: _____
- School Social Work: _____
- Family Services: _____
- Gerontology: _____
- Health/Hospital/Medical: _____
- Mental Health: _____
- Residential Treatment: _____
- Substance Abuse: _____
- Social Action/Advocacy: _____
- Other: _____

GOALS & OBJECTIVES

Indicate the reason/s why you desire the particular placement(s) indicated in Student Field Interest-Part 1: _____

What goals and objectives do you wish to achieve during your Field Practicum experience?
Part 2:

SPECIAL ACCOMODATIONS

Do you have specific responsibilities that may limit your ability to fulfill the requirements of field practicum? No Yes. (*Examples may include class schedule, work schedule, parenting responsibilities, and/or caregiving responsibilities, etc.*) If so, please explain _____

Do you have any special needs or physical, emotional, psychological, cognitive, and/or intellectual disabilities that should be considered in the assignment of your field placement?
 No Yes. If so, please explain _____

Is there a specific type of agency or clientele with which you would not be comfortable working with because of personal/religious beliefs? No Yes. If so, please explain _____

What are your career goals after graduation? _____

RESUME' & CRIMINAL BACKGROUND

You must attach a copy of your **cover letter** and **resume** in **WORD** with this application. Remember to include volunteer experience(s) and organizational affiliations on your resume, if applicable.

Criminal Background Check: Some agencies will require a criminal background check as part of their agency application/intern screening process. **Please notify the Ms. Moore of any criminal history that may present an issue to the Field placement process. This includes any “dismissed” charges as well.**

Health Screening: Some agencies will require a health check as part of their agency application/intern screening process.

ATTACHMENTS (must be included with application)

- Typed Cover Letter
- Typed Resume
- A copy of NASW student membership - \$52/year (***Please do not obtain until you receive additional information from Ms. Moore***)
- Student Liability insurance through the University - \$17/year (***Please do not obtain until you receive additional information from Ms. Moore***)

*****Please use black ink for Student Signature*****

Student signature: _____ Date: _____

STUDENT SIGNATURE PAGE

I understand that I must actively participate in the field placement process by adhering to the field placement process guidelines **and** field policies to be eligible to complete my field practicum.

I understand that I will have to complete 16 hours a week/224 per semester for a total of 448 for the academic year. **(1st Year MSW students)**

I understand that I will have to complete 24 hours a week/ 336 hours per semester for a total of 672 hours for the academic year. **(Advanced Standing students)**

I understand that securing a field placement in my area(s) of interests is based on availability and/or "goodness of fit". The Field Education Office **is not able to guarantee** an exact field placement match; however, the field office will work with me to identify a field placement that will accommodate my learning needs.

I understand that I will have to purchase NCCU Student Professional Liability insurance by **the date determined by Ms. Moore (tentatively July 5th)** to be eligible to complete my field practicum during **Fall 2016. Students who do not obtain their Student Professional Liability Insurance by July 5th will not able to begin Field "on time".**

I understand that I will have to purchase NASW membership by **the date determined by Ms. Moore (tentatively July 29th)** to be eligible to complete my field practicum during **Fall 2016. Students who do not obtain their NASW Student Membership by July 29th will not able to begin Field "on time".**

*******Please use black ink for Student Signature*******

Student signature: _____ Date: _____

****Field Office Use Only****

Application:

Approved

Not approved (if not approved, indicate reason): _____
