



*Florida Agricultural and Mechanical University*  
Tallahassee, Florida 32307

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Telephone: (850) 599-3456

Fax: (850) 599-3215

*Excellence with Caring*

DEPARTMENT OF SOCIAL WORK

**FIELD PRACTICUM APPLICATION**

**I. BSW or MSW Student Demographics**

Student's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

**A. Field Practicum Applied For:    *BSW* \_\_ *Fall* \_\_ *Spring* \_\_ *Summer***

**MSW: Field Practicum I /Spring \_\_\_\_**

**B. Completed and Current Field Courses**

Attach a completed BSW Pre Placement Checklist or MSW Faculty Advisor Approval for Field Practicum I & III. It should identify courses completed and those in which you are currently enrolled.

**C. Student Biographical Statement**

**Please attach a statement to this application that covers the following questions.**

- What skills do you hope to develop in this field practicum?
- What are your career objectives following graduation from the BSW or MSW program?
- What are your career objectives three to five years after graduating?
- List any other pertinent information about yourself or comments you would like to convey to a potential MSW Field Instructor.



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**D. Student Field Practicum Preferences**

Please rank (at least five (5) choices) your preferences in service. Use "1" for the most preferred, "2" for the next most preferred, and etc.

- |   |   |
|---|---|
| <input type="checkbox"/> Aging                    | <input type="checkbox"/> Mental Health                |
| <input type="checkbox"/> Alcoholic Rehabilitation | <input type="checkbox"/> Developmental Disabilities   |
| <input type="checkbox"/> Child Welfare            | <input type="checkbox"/> Public Welfare               |
| <input type="checkbox"/> Corrections (Adults)     | <input type="checkbox"/> Schools (At-Risk Youth Only) |
| <input type="checkbox"/> Drug Abuse               | <input type="checkbox"/> Public Health                |
| <input type="checkbox"/> Delinquency (Juveniles)  | <input type="checkbox"/> Other                        |
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**E. Special Conditions**

List any special conditions or limitations to be considered in arranging your field placement.

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**F. Criminal History**

**IF YOUR ANSWER YES TO THE QUESTION BELOW, ATTACH TO THIS APPLICATION IN A SEALED ENVELOP MARKED “CONFIDENTIAL” A STATEMENT OF RELEVANT FACTS FOR ALL INCIDENTS AND FURNISH THE BSW OFFICE OF FIELD EDUCATION WITH COPIES OF ALL OFFICIAL DOCUMENTS EXPLAINING THE FINAL DISPOSITION OF ALL PROCEEDINGS.** If your records have been expunged pursuant to applicable law, you are not required to answer yes to the question below. If you are unsure whether to answer yes, we strongly recommend answering yes and fully disclosing all incidents. It is important to understand that expunged records can be accessed under Level II – Volunteer Employee Criminal History System (VECHS) record screening. This screening is performed by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI). Pursuant to Florida law, the Office of Field Education cannot guarantee a field practicum site for a student with a criminal record history.

Have you ever been charged with a violation of law resulting in, or still, that could result in, deferred prosecution, probation, community service, community control, restitution, monetary fine, a jail sentence, or revocation or suspension of your driver’s license (including traffic violations resulting in a fine or \$200 or more), regardless of plea or whether adjudication of guilt or imposition of sentence was suspended, deferred, or withheld.

Yes

No

**G. Other Considerations**

Do you have a valid Florida driver’s license?

Yes \_\_\_ No \_\_\_

Do you have current auto insurance?

Yes \_\_\_ No \_\_\_

Do you regularly have a car at your disposal?

Yes \_\_\_ No \_\_\_

Have you received any moving violations within the last 3-5 years

Yes \_\_\_ No \_\_\_



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**H. Indicate the hours you are available for Field Practicum Placement:**

<b>Days</b>	<b>A.M.</b>	<b>P.M.</b>
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		
<b>Saturday</b>		
<b>Sunday</b>		

I hereby, authorize the release of this information and other pertinent information necessary to those agencies considering me for the field placement and to my field placement.

\_\_\_\_\_  
BSW/MSW Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
BSW Field Coordinator or MSW Field Director Signature

\_\_\_\_\_  
Review Date



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## **BSW & MSW Resume Example**

All information is required

### **LOCAL ADDRESS:**

512 South Oakwood Drive  
Tallahassee, Florida 32308  
(850) 268-0620

### **PERMANENT ADDRESS:**

7222 West Broom Avenue  
Newark, New Jersey 10101  
(201) 385-3798

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### **OBJECTIVE**

To obtain an internship in a social service agency with specific experience and interest in child welfare services while offering professional development opportunities.

### **EDUCATION**

Florida Agricultural and Mechanical University – Tallahassee, Florida 32307-3500

#### **Bachelor of Social Work**

Anticipated Graduation: May 2007

Grade Point Average: 3.1/4.0

### **COMPUTER SKILLS**

Microsoft Excel, Word and Publisher; WordPerfect, Harvard Graphic, E-Mail and Internet.

### **HONORS and ACTIVITIES**

National Deans List; Phi Alpha Honor Society; National Association of Social Workers; National Association of Black Social Workers; Student Social Work Association (Historian); National Association for the Advancement of Colored People (Student Chapter); Bond Elementary After School Program (Volunteer).

### **WORK EXPERIENCE**

5/06 – 5/07

**HARETSFIELD ELEMENTARY** – Tallahassee, Florida

#### **After School Counselor**

- Counseled and assisted students with daily problems
- Conducted reading lessons
- Developed peer counseling group

2/05 – 5/06

**BURDINES** – Tallahassee, Florida

#### **Sales Associate**

- Responsible for training new employees
- Organized annual Christmas toy drive for needy children
- Managed inventory on computer based inventory system

**REFERENCES AVAILABLE UPON REQUEST**