

B.S.W Field Practicum Application

COLLEGE OF SOCIAL SCIENCES, ARTS & HUMANTIES
DEPARTMENT OF SOCIAL WORK

Excellence with Caring



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:

_____ *Fall* _____ *Spring* _____ *Summer* _____ Year

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.

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.

- | | |
|------------------------------|----------------------------------|
| ___ Aging | ___ Mental Health |
| ___ Alcoholic Rehabilitation | ___ Developmental Disabilities |
| ___ Child Welfare | ___ Public Welfare |
| ___ Corrections (Adults) | ___ Schools (At-Risk Youth Only) |
| ___ Drug Abuse | ___ Public Health |
| ___ Delinquency (Juveniles) | ___ Other |

E. Special Conditions

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

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 driving violations within the last 3-7 years? Yes _____ No _____

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

Days	A.M.	P.M.
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

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 Student Signature

Date

BSW Field Coordinator or MSW Field Director Signature

Review Date

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

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