

**JOINT SOCIAL WORK FIELD INSTRUCTION PROGRAM  
NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE  
UNIVERSITY  
THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO**

**2009 APPLICATION FOR FIELD INSTRUCTION (BSW)  
(To be typed or written legibly in black ink)**

1. Name \_\_\_\_\_ Student I.D. # \_\_\_\_\_
2. Local Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
3. Local Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_
4. Permanent Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
5. Permanent Telephone #: \_\_\_\_\_
6. Birthdate \_\_\_\_\_ 7. Sex \_\_\_M\_\_\_ F\_\_\_ 8. Race \_\_\_\_\_
9. Marital Status: \_\_\_ Single \_\_\_ Married \_\_\_ Widowed \_\_\_ Divorced
10. Cumulative GPA \_\_\_\_\_ 11. Advisor's Name \_\_\_\_\_
12. Total number of semester hours completed to date: \_\_\_\_\_
13. Expected Date of Graduation: \_\_\_\_\_
14. Are you a transfer student? Yes \_\_\_ No \_\_\_
15. Are you a double major? Yes \_\_\_ No \_\_\_
16. Will you be employed next year? Yes \_\_\_ No \_\_\_  
If yes, Full-time \_\_\_ Part-time \_\_\_ None \_\_\_
17. Are you planning to apply for school social work licensure? Yes \_\_\_ No \_\_\_  
(State "yes" **only** if you are taking the required education and social work courses for licensure.)

18. Are you planning to get a MSW within three years of graduation? Yes \_\_\_\_ No \_\_\_\_

19. What are your career interests or plans following graduation?

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20. Have you ever been convicted of a felony? Yes \_\_\_\_ No \_\_\_\_

21. Do you have limitations (**physical or emotional**) of which we should be aware in planning your field placement? Yes \_\_\_\_ No \_\_\_\_

If yes, are you receiving medication for the condition? Yes \_\_\_\_ No \_\_\_\_

22. Do you have a **valid** NC driver's license? Yes \_\_\_\_ No \_\_\_\_

23. Will transportation be a problem for you next year? Yes \_\_\_\_ No \_\_\_\_ If yes, please explain: \_\_\_\_\_

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24. Briefly describe your ideal field placement.

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25. Indicate any social service agency experience you have had, both paid and volunteer.

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26. Describe any other employment you have had during the past four years. Include dates and brief job descriptions.

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## **PART II: PERSONAL/ PROFESSIONAL NARRATIVE**

**In 2-3 pages, prepare a statement including the following: The narrative should be typed, double-spaced with 1" margins, top, sides and bottom of each page.**

There are some practicum situations which, given specific vulnerabilities of an individual student or circumstances of work with a given client population or in a particular agency, might place the student at either physical or emotional risk.

- A. Explain if there are issues which may impact your choice of possible practicum sites; i.e., substance abuse, no car or a suspended driver's license, caretaking responsibilities for a family member, etc. Such issues need to be presented to the Directors of Field Instruction in advance to assist with planning for your field placement. It is the student's responsibility to apprise the field directors of this information). **Field Directors will consider the special needs and circumstances of the student and, will try to make accommodations when and where necessary. However, the student, recognizing the importance of the field placement, should try and make arrangements for child care, caretaking duties for parents, etc. The field placement is a graded, professional practice experience that must meet the objectives of the field instruction program objectives and the professional development needs identified in the student.**

**NOTE:** Failure to disclose pertinent information involving previous, existing, or continuing health/medical conditions or other issues, such as those identified above, may result in denial of admission to field or termination of field placement.

- B. Discuss the factors, reasons, motivations which led you to consider social work as your career.
1. Discuss your particular interests in social work.
  2. Description of a situation in which **you have asked** for help.
  3. Description of a situation in which **you have given** help.

### **BEFORE TURNING IN THIS APPLICATION PACKAGE, BE SURE IT INCLUDES:**

1. **Completed Application for Field Instruction form.**
2. Personal/Professional Narrative
3. Junior year volunteer experience reference form.
4. Current course audit sheet-UNCG/degree **or** audit-A&T
5. Copy of a valid driver's license and proof of car (liability) insurance coverage.
6. Completed resumé.

7. Money order or cashier's check for professional liability insurance made out to UNCG Social Work Department or N.C. A&T for \$34.00 (subject to change), NO PERSONAL CHECKS.

## **INCOMPLETE APPLICATION PACKAGES WILL NOT BE PROCESSED**

### **RESUME**

Below is a format for a resume. Please include **all** the information listed below.

**NAME:**

**PERMANENT ADDRESS & PHONE:**

**E-MAIL ADDRESS:**

**CAMPUS ADDRESS & PHONE:**

### **EDUCATIONAL OBJECTIVE**

This is a brief statement identifying **skill development areas** in which you are interested.

### **EDUCATIONAL EXPERIENCE**

University(ies), colleges attended and degrees obtained, beginning with the most recent school. Expected date of graduation. (No high school).

In this section list courses **by name (not course number)** (Social Work and related courses) that helped prepare you for field instruction. Workshops and seminars attended or presented may go in this section.

### **EMPLOYMENT/ VOLUNTEER EXPERIENCE**

List factual information: When, where, for whom you worked/ volunteered, and responsibilities. Begin with the most recent position. Distinguish, using subheadings, between paid and volunteer experience. Use action verbs, no supervisor's name.

Identify skill areas obtained as a result of work/volunteer responsibilities.

### **SPECIAL SKILLS**

Speak a foreign language; know sign language, computer literacy, etc.

### **REFERENCES**

Available upon request