

**Marieb College of Health & Human Services
Department of Social Work**



**APPLICATION FOR BSW GENERALIST YEAR
FIELD EDUCATION INTERNSHIP
FOR ACADEMIC YEAR 2022-2023**

Placement Process

The internship placement process consists of the following steps:

- 1) Student completes and submits application for internship;
- 2) Student participates in a pre-placement interview with the Field Education Coordinator;
- 3) Field Education Coordinator refers the student to a possible internship agency;
- 4) Student participates in an internship interview with agency staff; and
- 5) Student is assigned to the agency if it is deemed a good fit by both the agency and the student.

Students do not select the agency where they will complete their field placement on their own nor should any student contact an agency directly to arrange an internship interview!

Students should bring multiple options for possible field placement agencies to the pre-placement interview with the Field Education Coordinator for discussion. Students should refer to the FGCU Generalist Field Education Agency Directory found online to view a list of possible agencies that may be accepting students for field placement internships.

The Field Education Coordinator will refer students to potential field placement agencies based upon the information submitted in this application and through discussion with the student during the pre-placement interview.

To facilitate this process, students must submit the following:

- 1) A fully completed application form;
- 2) A current resume;
- 3) A narrative statement, limited to no more than 500 words, addressing the following three points:
 - a. The most significant experience(s) that have led you to choose working with your selected population/practice area for your Generalist-year field internship;
 - b. Your short (1-2 years) and long-term (3-5 years) career goals; and
 - c. Your overall learning objectives for this year's field experience.

Please note: Student preferences are taken into serious consideration when assigning field placements but all preferences may not be able to be accommodated simultaneously!

You must submit this completed application as a hard copy document (in paper) to Professor Tammy Walker, Field Education Coordinator, in Merwin Hall, Room 142 or to the social work department reception desk in Merwin Hall, Room 131A.

***For placement during the 2022-2023 academic year,
this application needs to be completed and returned by no later than 5:00pm on Friday, January 7, 2022.***

If you have any questions, please do not hesitate to contact Professor Walker via phone at (239) 590-7726 or via email at twalker@fgcu.edu

Florida Gulf Coast University
Department of Social Work
Bachelor of Social Work Program

Generalist Year Field Education Internship

Application Checklist

**Please be sure to review your application materials prior to submission,
as an incomplete application will delay your admission to field!**

Please attach this checklist to the top of your application packet!

_____ Completed Application

_____ Current Resume

_____ Narrative Statement

_____ Supplemental Documentation (if needed for Self or Legal Disclosures)

**Florida Gulf Coast University
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Generalist Year Field Education Internship Application

Application Date: _____ **UIN:** _____
mm/dd/yyyy

Name: _____
Last Name First Name Middle Initial

Mailing Address: _____
Street City State Zip Code

Phone: _____
Home Mobile/Cell Work

FGCU Email Address: _____

Personal Email Address: _____

Emergency Contact Information:		
Name	Relationship	Phone

Briefly discuss your previous experience with vulnerable populations (i.e., the poor, people of color, older adults, developmentally or physically challenged individuals, persons living with HIV/AIDS, gays & lesbians, immigrants, women).

EMPLOYMENT HISTORY

Will you be employed while completing your internship? ___ Yes ___ No

If yes, will your employment be part-time or full-time? ___ Part-time ___ Full time

List all employment in chronological order beginning with the most recent (use reverse side if necessary):

Employer	Dates Employed	Job Title

If you plan to be working 20 hours a week or more, please specify what arrangements will you make with your current employer(s) for time to attend classes (one day a week) and for field placement (approximately 16 hours a week).

VOLUNTEER EXPERIENCE

Please list the names of agencies for which you have volunteered and describe nature of volunteer experience(s) you have had. If more than two, attach information on separate sheet.

If “none” please check here and skip to the next section:

No previous volunteer experience

List all volunteering in chronological order beginning with the most recent (use reverse side if necessary):

Agency Name	Dates Volunteered	Volunteer Duties

TRANSPORTATION

Will you have the use of a car during your field placement? Yes No

Do you have liability insurance on this vehicle? Yes No

If you will not have the use of a vehicle during your internship, please explain your plan to travel to/from the field agency?

Some agencies may require travel (i.e. home visits) beyond travel back and forth to the field agency. Are there any restrictions on your ability to travel on agency business? If yes, please explain below. If not, please enter 'None' below.

LANGUAGE SKILLS

Do you have knowledge of a language other than English? Yes No

If you answered 'Yes' above, please specify the language(s) and rate your fluency by circling the appropriate fluency level for each language in each category (speaking & reading):

Language	Speaking Ability			Reading Ability		
	Beginner	Intermediate	Advanced	Beginner	Intermediate	Advanced
	Beginner	Intermediate	Advanced	Beginner	Intermediate	Advanced
	Beginner	Intermediate	Advanced	Beginner	Intermediate	Advanced
	Beginner	Intermediate	Advanced	Beginner	Intermediate	Advanced

INTEREST/AREA PREFERENCE

Which is more important to you when considering a field placement agency?

- Field of Practice Geographic location Equally Important

What is your preferred geographic area?

- Charlotte County Collier County Lee County Other County
- Port Charlotte Naples Bonita Springs
- Punta Gorda Immokalee Fort Myers

Using the list below, please indicate your top three practice interests in rank order (first, second, third):

- | | | | |
|-----------------------------------|-------|--|-------|
| Advocacy | _____ | Family Services | _____ |
| Aging/Gerontology | _____ | Integrative Health & Mental Health Care | _____ |
| Child Welfare | _____ | Public Assistance/Public Welfare | _____ |
| Developmental Disabilities | _____ | School Social Work | _____ |
| Domestic Violence/Violence | _____ | Other | _____ |

If you are interested in working with a particular population or in a particular field of practice and it does not appear on the list above, please elaborate here.

Is there any additional information you want to provide with regard to populations you would like to work with during this placement?

Briefly state any additional information or preferences you would like the Field Education Coordinator to consider in making a determination regarding your placement assignment.

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Self-Disclosure Statement

All students applying for field education placement must complete this self-disclosure statement regarding felony arrests, felony convictions, or both. Many agencies require background checks prior to accepting a student for field placement or employment. If you answer 'Yes' to any of these questions, please attach the final disposition or discharge papers you received from the court.

Have you ever been arrested for a misdemeanor offense? Yes No

If yes, please explain. Attach a separate sheet if necessary.

Have you ever been convicted of a misdemeanor offense? Yes No

If yes, please explain. Attach a separate sheet if necessary.

Have you ever been arrested for a felony offense? Yes No

If yes, please explain. Attach a separate sheet if necessary.

Have you ever been convicted of a felony offense? Yes No

If yes, please explain. Attach a separate sheet if necessary.

Signature: _____ **Date:** _____

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Legal Disclosure Statement

It is necessary for field placement purposes that you disclose any legal records expunged pursuant to applicable law. If you answer yes to any of the following questions, you must fully disclose all incidents in a separate sheet of paper. By doing so, you can avoid any risk of disciplinary action or revocation of an offer of admission or rejection by any field placement. You may be required to provide the BSW program with copies of all official documents explaining the final disposition of the proceedings. This information is confidential; any action taken will first be discussed with you.

- 1) Are you currently, or have you ever been, charged with or subject to disciplinary action for scholastic or any type of misconduct at any educational institution? Yes _____ No _____

- 2) Have you ever been charged with a violation of the law (misdemeanor or felony) which resulted in, or, if still pending, could result in, probation, community service, incarceration, or the revocation or suspension of your driver's license (including traffic violations which resulted in a fine of \$200.00 or more)? Yes _____ No _____

- 3) I understand that if there are currently any pending criminal charges against me in any jurisdiction this may make me ineligible for admission to the FGCU Department of Social Work Bachelor of Social Work Program, and/or an agency placement for Field Education. Further, should I fail to disclose such pending legal action I understand that FGCU may be obligated to take immediate action to terminate me from my program of study.

- 4) I understand that a history of criminal conviction may negatively impact the ability of the Department of Social Work to place me with an agency for the purposes of completing my field education requirements.

- 5) I understand that it is my responsibility to disclose information regarding all prior adult convictions and/or criminal penalties to any agency where I may be placed for field education purposes and that failure to be forthcoming with this information, can result in dismissal from the agency and disciplinary action by FGCU and the Department of Social Work.

- 6) I understand that in Florida a felony history may make me ineligible to become a licensed social worker. For further information, contact the Florida Board of Clinical Social Work, Marriage and Family Therapy, & Mental Health Counseling, 4052 Bald Cypress Way, BIN #C08, Tallahassee, FL 32399, Telephone: 850-488-0595.

- 7) Additionally, I understand that it is my responsibility to disclose to the Field Education Coordinator information regarding any possible conflict of interest that may exist between myself and an agency where I may be placed for field placement; whether this be pre-existing or whether it occurs following agency assignment for the purposes of field placement. Failure to be forthcoming with this information can result in dismissal from the agency and disciplinary action by FGCU and the Department of Social Work.

Name (print): _____

Signature: _____

Date: _____

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Personal Narrative Cover Sheet

Prepare a personal narrative to be included as part of your application packet. The narrative should:

- Be typed on separate sheet(s) of paper having 1-inch margins;
- Have paragraphs that are double-spaced;
- Be typed using 12-point font (preferably Arial or Times New Roman); and
- Be at least 250 words and no longer than 500 words.

You may organize the narrative in any manner. Please be sure to address the following three points:

- The most significant experience(s) that have led you to choose working with your selected population/practice area for your Generalist-year field internship;
- Your short (1-2 years) and long-term (3-5 years) career goals; and
- Your expected overall learning objectives for this year's field experience.

Please be sure to sign and date this cover sheet and then attach it to your personal narrative!

Name (print): _____

Signature: _____

Date: _____

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Application Certification Statement

By signing this statement, I certify that:

- 1) I understand that this application is for admission to Florida Gulf Coast University only and is valid for the term indicated on the cover page of this application packet.
- 2) I understand and agree that I will be bound by the FGCU BSW Program and University regulations concerning admission requirements as published in the FGCU Catalog for 2022 – 2023.
- 3) I understand that admission to a generalist-year field education placement depends upon selection by a field education agency and that submission of this application does not ensure my placement for generalist-year field education in the Bachelor of Social Work Program at FGCU.
- 4) I certify that all the information given in this application is complete, accurate, and true, and if admitted, I hereby agree to abide by the policies of the Board of Trustees and the rules and regulations currently found on the FGCU website (<http://www.fgcu.edu/generalcounsel/regulations.asp>)
- 5) I authorize the release of information concerning my academic progress to educational institutions for research study purposes.
- 6) I will notify the Department of Social Work of any changes in the information I have given prior to my entry into a generalist-year field education placement.
- 7) I understand that I will need to secure professional liability insurance prior to my placement in the field internship.

Name (print): _____

Signature: _____

Date: _____