

**NORFOLK STATE UNIVERSITY
THE ETHELYN R. STRONG SCHOOL OF SOCIAL WORK
OFFICE OF FIELD EDUCATION
BACHELOR OF SOCIAL WORK PROGRAM**

**APPLICATION PACKET FOR FIELD PRACTICUM
FALL 2026 – Spring 2027**

The completed application packet is due to the BSW Director of Field Education **Friday, January 30, 2026, by 3:00 pm.** *Incomplete packets will not be accepted.* Please use the checklist below to make sure that you have completed, signed and submitted all required forms and documents.

ELIGIBILITY REQUIREMENTS FOR APPLYING FOR THE FIELD PRACTICUM

1. A total grade point average of 2.0.
2. A grade point average in social work courses of 2.5.
3. Completion of all first, second, and third year required courses.
4. A schedule that allows two full days (8-hour days) of field work in the fall/spring semesters.

The following documents are necessary to complete the field practicum application:

- Completed application (typed)
- Professional Reference (i.e., Professor, Supervisor, Mentor)
- Signed Academic Evaluation
- Resume (approved by the Writing Center)
- Cover Letter
- 500-word essay (typed) answering the following questions:
 - What do you think will be your biggest challenge(s) during your field practicum?
 - What is your plan to overcome the challenge(s)?
- Professional Headshot (from Career Services)
- Statement of Understanding and Consent

***NOTE: A late application may result in a delay of field instruction placement.**

Mock Interview

Please come to my office to sign up for a mock interview day and time. Please **dress in business attire for your interview.** The BSW Field Director and a social work faculty member will conduct the interview. The purpose of the mock interview is to assess your learning needs and your areas of interest. This information will be used to determine your field placement assignment.

**NORFOLK STATE UNIVERSITY
THE ETHELYN R. STRONG SCHOOL OF SOCIAL WORK
OFFICE OF FIELD EDUCATION
BACCALAUREATE SOCIAL WORK PROGRAM**

APPLICATION FOR FIELD PRACTICUM SPRING 2026 – FALL 2026

INSTRUCTIONS

Please complete this form (typed) and submit it, along with the other required supporting documents, to the BSW Director of Field Education. This form and other required documentation must be completed and received no later than the due date. All forms and required documentation must be submitted as one (1) packet. A late application may result in a delay of field instruction placement. **This entire completed packet is due Friday, January 30, 2026, by 3:00 pm in the Ethelyn R. Strong School of Social Work Office (BMH Rm. 335.01).**

Date: _____

Personal Data

Name _____
Date of Birth _____ NSU Student ID# _____
Home Address: _____
_____ Zip Code _____
Phone: _____ Cell Phone: _____
Campus/Local _____
Address _____ (where applicable) _____
Campus/Local _____
Phone _____ (where applicable) _____
NSU Email Address _____

In case of emergency, please notify:

Name _____
Relationship _____
Address _____
_____ Zip Code _____

Telephone Numbers (emergency contacts)

Home Phone: _____
Cell Phone: _____
Work Phone: _____

Do you have a driver's license? Yes No

Will you have access to a car for use during your field placement assignment? Yes No

If not, what means of transportation will you use to get to your field placement site and/or complete out-of-office assignments? *Please be advised that transportation is **NOT** provided by the university.*

Social Work Practice Interest

Indicate **two** areas of social work practice interest.

***NOTE: Indicating your preference does not guarantee the population of your placement.**

- Department of Social Services
- Homeless /Permanent Supportive Housing
- Family Services / Therapeutic Services
- Community Outreach
- Foundation Schools
- Homeless Population
- Domestic Violence
- Mental Health Services
- Residential Programs

- Children
- Youth
- Children and Families
- Adults
- Older Adults
- Older Adults and Families

- Other _____

Work and Volunteer Experience

Note: Complete this section. Your resume cannot be substituted for this information.

Work Experience

Agency/Organization _____

Duties Performed _____

Length of Employment _____

Name of Supervisor _____ Phone # _____

Agency/Organization _____

Duties Performed _____

Length of Employment _____

Name of Supervisor _____ Phone # _____

Agency/Organization _____

Duties Performed _____

Length of Employment _____

Name of Supervisor _____ Phone # _____

Volunteer Experience

Agency/Organization _____

Duties Performed _____

Length of Employment: _____

Name of Supervisor _____ Phone # _____

Agency/Organization _____

Duties Performed _____

Length of Employment: _____

Name of Supervisor _____ Phone # _____

Special Interest

List of Hobbies

List of Talents

Social Work Field Readiness

Please rate your own level of professional social work field readiness in the following areas:

Knowledge/Skills/Experience	Little or No Experience	Some Experience	Experience
Ability to develop rapport and engage with others			
Ability to work cooperatively with others in a professional setting			
Ability to evaluate one's own professional growth, development, and behaviors			
Ability to present written and oral ideas and information clearly			
Exposure to diverse populations			
Ability to cope with stressful situations within a professional context			
Ability to use professional supervision, use constructive feedback, and work within administrative structure			
Ability to advocate for yourself and to use your own initiative to enhance your learning experience			

Values	Little or No Experience	Some Experience	Experience
Openness to learning			
Appreciation of diversity and awareness of your own biases			
Familiar with and acceptance of the NASW Code of Ethics			

Values	Little or No Experience	Some Experience	Experience
Self-reflection and awareness of your own self especially in regards to knowing self-boundaries			

Academic References

Please indicate the name, email address, and telephone number of at least two references **(please ensure that they are in agreement with serving as a reference)**. Your reference will be sent an email reference form to complete. **NO REFERENCE LETTERS ARE NEEDED**

	NAME	EMAIL	PHONE
1.			
2.			
3.			

Background Checks

A background check, fingerprints, DMV record and drug screening may be required by some Field Practicum agencies. Students are required to comply with this requirement. A fee for background checks and fingerprints may be required. **The University does not pay for these requirements; therefore it is the responsibility of the student to pay for the background checks.**

I hereby agree to abide by the NASW Code of Ethics and the policies governing NSU Field Placements as indicated in the NSU BSW Field Education Manual. I acknowledge that the BSW Field Education Program is not responsible for coordinating any external employment schedules or assistance with transportation costs to the field placements.

I certify that all information given on this form is complete and correct.

SIGNATURES	
Printed Name:	
Student's Wet Signature:	
Date:	

STATEMENT OF UNDERSTANDING AND CONSENT

Statement of Review of NASW Code of Ethics, BSW Program Student Handbook

I have reviewed and agree to adhere to the NASW Code of Ethics and policies outlined in the Norfolk State University BSW Program Student Handbook. I understand my responsibilities and ethical commitments as a social work student and as a future professional social worker.

Statement Regarding Academic Performance

I understand that I must meet the minimum GPA of a C+ or better in all required social work classes. I understand that academic misconduct is unethical and includes but is not limited to plagiarism (copying others' work and claiming it as your own, failing to use proper citations, cheating on tests and homework assignments, copying or purchasing papers from the internet or other sources, and the unethical use of Artificial Intelligence, such as ChatGPT).

Statement Regarding Background Checks

I am aware that required background checks may affect my future in social work. My signature indicates that I am fully aware I may be required to obtain a background check for criminal convictions, child abuse and neglect, and my driving record. These background checks may be required for my practicum placement and/or future employment. I understand that I may discuss any information with the Director of BSW Field Education and will be advised about any implications of the information shared.

Statement Regarding Release of Information to Potential Field Instructors, and/or Agency

I understand the Director of BSW Field Education will be contacting potential field agencies in an effort to secure a placement on my behalf. I, therefore, give the Director of Field Education permission to release pertinent and relevant information about me to potential practicum agencies and their representatives. This release will be valid up to twelve months from the date this agreement is signed.

Statement of Understanding of the Practicum Placement Process

I understand that I must complete all the steps of the Field Placement Process by the designated dates provided by the Director of BSW Field Education. I understand that failure to do so will jeopardize my placement in an agency for my practicum. I understand that I must complete 450 hours during the academic year, equaling at least 15 hours per week.

My signature below indicates that I have read and concur with the above statements.

SIGNATURES	
Student:	
Printed Name:	
Date:	