

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

**APPLICATION PACKET FOR FIELD PRACTICUM Fall 2021**

The completed application packet is due to the BSW Director of Field Education 11/15/2021 by 5:00pm (nsubswfielded@gmail.com). *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.

**CHECK LIST FOR FORMS REQUIRED FOR APPLICATION PACKET**

<b>Form/Document</b>	<b>Completed and In Packet</b>
Application (typed)	
Reference 1 (professional)	
Signed Academic Evaluation	
Resume	
Cover letter	

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

**APPLICATION FOR FIELD PRACTICUM 2021-2022**

**Instructions:**

Please complete this form (typed) and submit it, along with two completed reference forms, a signed academic evaluation, your resume and a cover letter to the BSW Director of Field Education. This form and other required documentation must be completed and received no later than the due date established by the BSW Director of Field Education. All forms and required documentation must be submitted as one (1) packet. A late application may result in delay of field instruction placement. **This entire completed packet is due Monday, November 15<sup>th</sup>, 2021 by 5pm in the Ethelyn R Strong School of Social Work email (nsubswfielded@gmail.com)**

Date of Application: \_\_\_\_\_ Current Advisor: \_\_\_\_\_

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First Name Middle Name Last Name

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Student Number Gender University email Address

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Address City State Zip  
(During Academic Year)

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Home Phone Work Phone Alternate Phone

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Permanent Address City State Zip  
(If different from address listed above)

**Work, Volunteer and Field Placement Experience**

List positions you have held, beginning with the most recent experiences and indicate if it is paid, volunteer or an internship

	<b>Name, address, phone Number of Organization</b>	<b>Position &amp; Description of Skills/Responsibilities</b>	<b>Dates</b>	<b>Status</b>
<b>1</b>				<input type="radio"/> <b>Paid</b> <input type="radio"/> <b>Volunteer</b> <input type="radio"/> <b>Internship</b>
<b>2</b>				<input type="radio"/> <b>Paid</b> <input type="radio"/> <b>Volunteer</b> <input type="radio"/> <b>Internship</b>
<b>3</b>				<input type="radio"/> <b>Paid</b> <input type="radio"/> <b>Volunteer</b> <input type="radio"/> <b>Internship</b>

List other pertinent skills and training:

Describe the types of environments that enhance your learning: (E.g. fast-paced setting, small program)

Describe the social work skills you would like to develop:

Briefly describe the strengths you will bring to the field practicum:

Briefly describe the obstacles or potential limitations to your learning you will bring to the practicum:

Describe how you handle constructive criticism and supervision:

Describe in general terms, the types of opportunities you are interested in experiencing in your field placement

Please rank the following list indicating the **client population** that would provide you with a **new** learning experience. (1 = highest 10 = lowest)

- |       |                       |       |                           |
|-------|-----------------------|-------|---------------------------|
| _____ | Children              | _____ | Older Adults              |
| _____ | Youth                 | _____ | Older Adults and Families |
| _____ | Children and Families | _____ | Organizations             |
| _____ | Adults                | _____ | Community                 |
| _____ | Other _____           | _____ | Other _____               |

Are there any circumstances that will require special consideration in your Practicum placement?

Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, explain)

Indicate any possible restrictions on the days and/or hours you will be available to do field work:  
**Field internships are scheduled for daytime hours.**

Do you have a driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have access to transportation for placement days? Yes \_\_\_\_\_ No \_\_\_\_\_

**You are responsible for providing your transportation to and from your internship**

Have you completed all academic requirements for practicum placement?

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

If no, what are you missing? \_\_\_\_\_

Have you successfully passed the Writing Competency Examination? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a Member of NASW? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have professional liability insurance? Yes \_\_\_\_\_ No \_\_\_\_\_

**REHABILITATION ACTION**  
(Completion of the following section is optional)

To comply with section 504 of the 1973 Rehabilitation Act. If you **choose** to complete this section, please indicate below whether you have a disability or challenge which requires special consideration. Specify the consideration you are requesting.

Disability or Challenge \_\_\_\_\_

Special Consideration Request:

**OFFICE OF CIVIL RIGHTS (OCR) RACE ETHNIC IDENTIFICATION**

Native American or Alaska Native \_\_\_\_\_ Asian Pacific Islander \_\_\_\_\_

African or African American \_\_\_\_\_ White \_\_\_\_\_

Hispanic \_\_\_\_\_ Other \_\_\_\_\_

**HEALTH**

(Rate Your General Health)

Excellent \_\_\_ Good \_\_\_ Fair \_\_\_ Poor \_\_\_

\*\* A health screening may be required by some Field Practicum agencies. Students are required to comply with this request, if they wish to be placed at the agency.

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

<b>Knowledge/Skills/Experience</b>	<b>Little or No Experience</b>	<b>Some Experience</b>	<b>Experience</b>
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			

<b>Values:</b>	<b>Little or No Experience</b>	<b>Some Experience</b>	<b>Experience</b>
Openness to learning			
Appreciation of diversity and awareness of your own biases			
Familiar with and acceptance of the NASW Code of Ethics			
Self-reflection and awareness of your own self especially in regards to knowing self-boundaries			

**DISCIPLINARY ACTIONS**

Have you ever been subject to disciplinary action(s) by a university or employer?

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

(If yes, please provide a statement describing the circumstances below)

**BACKGROUND CHECKS**

A background check, finger prints, 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 finger prints may be required. The University does not pay for these requirements.

**CONVICTION(S)**

Have you ever been convicted of a crime other than minor traffic violation(s)?

Felony or Misdemeanor: Yes \_\_\_ No \_\_\_

(If yes, please attach a statement to this application describing the circumstances)

Note: Many of our field agencies now require a criminal background record check prior to accepting students for placement; as a result, it is imperative for students to inform the BSW Director of Field Education of any personal background information that may appear on a criminal background check that should be considered during the field placement process.

**I hereby agree to abide by the NASW Code of Ethics and the policies governing NSU Field Placements as explained the NSU BSW Field Education Manual.**

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

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

NORFOLK STATE UNIVERSITY  
The Ethelyn R. Strong School of Social Work  
Baccalaureate Social Work Program

FIELD PRACTICUM APPLICATION REFERENCE

Applicant (Student) Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

I, \_\_\_\_\_, hereby do/do not waive my right to review this completed report.  
(cross out one)

\_\_\_\_\_ Student Signature  
Date

Dear Respondent:

The above named applicant (student) is applying for practicum in the Baccalaureate Social Work Program. As Respondent, you have been selected by the applicant as someone who will be helpful to us in evaluating his/her qualifications.

A major concern of the school is to arrive at a decision that will serve the applicant's best interest as well as that of the social work profession. Your response will therefore be an important aid in making a decision regarding this student's application for practicum and in planning an appropriate educational program. All information you provide is confidential.

Thank you for your assistance.

Quincy Dinnerson, DSW, LMSW, QMHP-C, ACSW  
BSW Director of Field Education

Name of Respondent: \_\_\_\_\_ Phone No: \_\_\_\_\_

Please respond to the following items:

1. How long have you known the applicant?	
2. In what capacity have you known the applicant?	
3. What do you consider to be the applicant's major strengths?	
4. What do you consider to be the applicant's major weaknesses?	

Please give your impression of the applicant's rating on the following areas:

<b>Rating Scale</b>	<b>Poor (1)</b>	<b>Average (2)</b>	<b>Good (3)</b>	<b>Outstanding (4)</b>	<b>Unable to judge (5)</b>
<b>Maturity and emotional stability</b>					
<b>Willingness to accept criticism</b>					
<b>Responsiveness to instruction</b>					
<b>Leadership ability</b>					
<b>Productivity in terms of quality of work produced</b>					
<b>Resourcefulness and creativity</b>					
<b>Sensitivity toward others</b>					
<b>Ability to respect differences in others (i.e.) race, class culture and ethnicity</b>					
<b>Ability to express ideas in written assignments</b>					
<b>Concern and commitment to studies</b>					
<b>Ability to express ideas</b>					
<b>Motivation and enthusiasm for knowledge</b>					

**Summary Evaluation:**

Please check one of the summary evaluations below

I am unable to recommend this applicant for practicum	
I recommend the applicant with reservation for practicum	
I recommend this applicant for practicum	
I enthusiastically recommend this applicant for practicum	

Additional Comments:

\_\_\_\_\_  
Signature of Respondent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name of Respondent

\_\_\_\_\_  
Date



**Please return this completed form to the Student in a sealed envelope or email the letter directly to [nsubswfielded@gmail.com](mailto:nsubswfielded@gmail.com)**

Name of Respondent: \_\_\_\_\_ Phone No: \_\_\_\_\_