

APPENDIX C

**JOINT MASTER OF SOCIAL WORK PROGRAM
FOUNDATION YEAR PRACTICUM APPLICATION**

Please type or print clearly. Use only blue or black ink.

Date: _____ Placement sought for: Semester/Year _____
Area of Practice: _____

Student Status: Full-time _____ Part-time _____ Advanced Standing _____

1. Name: _____
Last First M.I. University ID#

2. Mailing Address: _____

3. Home Phone: _____ Work Phone: _____

4. Anticipated date of graduation: _____

5. Will you be employed next semester? Yes ___ No ___ Full-time ___ Part-time ___

6. Have you ever been convicted of a felony? Yes ___ No ___

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

8. Do you have a **valid** N.C. driver's license? Yes ___ No ___

9. Will transportation be a problem for you? Yes ___ No ___ If yes, please explain: _____

10. List strengths you have which may contribute to a successful field placement: _____

11. What do you want to gain from the foundation year field placement experience? Be specific. Include areas of your professional development that you may need to especially address. _____

12. Explain any issues that may impact your choice of possible practicum sites. For example, if a student is a parent with young children, is in recovery for substance abuse, has no car or a suspended driver's license, has caretaking responsibilities for a family member, etc., such issues need to be present to the Co-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. _____

Please include the following attachments to complete your application packet:

- 1. Personal Resume:** Include **Educational Objective**, Work Experience, Volunteer/Previous Internship Experience, Special Skills/Competencies (foreign language, computer proficiency), etc. **NOTE:** The Career Services office on either campus is available to assist students in developing a professionally constructed resume, free of charge. **Use Chronological Form**

**SAMPLE RESUME
(Chronological Form)**

Name
Address
City/State and Zip Code
Phone Number

EDUCATIONAL OBJECTIVES

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

EDUCATIONAL EXPERIENCE

Colleges or Universities dates attended and degrees.

EMPLOYMENT/VOLUNTEER EXPERIENCE

List factual information: When, where, for whom you worked/volunteered. Use action verbs when beginning job descriptions. Identify skill areas obtained as a result of work/volunteer. Last job first, include dates.

SPECIAL SKILLS

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

2. Personal/Professional Narrative

In 2-3 pages, prepare a statement including the following: The narrative should be typed, double-spaced with 1" margins, 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. (For example; if a student in recovery for substance abuse, has not car or a suspended driver's license, has 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 appraise the field directors of this information).

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.

3. Proof of valid driver's license and automobile liability insurance declaration page.

4. Proof of professional liability insurance. Attach money order to field application.

The application packet, including required documentation and attachments, should be submitted to the Field Director's office on either campus by: