

This form can be signed digitally. If you have not yet set up a digital signature, click on the red in a signature box and follow the instructions. If you have already done this, just click on a signature box to insert your digital signature.

If you do not want to use a digital signature, then complete the form without signatures, print the form, and sign. Then either scan the form and email to Professor Clark at clarkpl@nsula.edu or mail the form to:

Patricia Clark, LCSW
Department of Social Work
Room 149, Kyser Hall
NSU
Natchitoches, LA 71497

**NORTHWESTERN STATE UNIVERSITY
SOCIAL WORK DEPARTMENT**

FIELD WORK APPLICATION

(Please print neatly, avoid strike-outs and fill out completely.)

NAME: _____ **DATE OF APPLICATION:** _____

STEP 1: Provide information that will allow the social work department to contact you prior to and during placement.

ADDRESS 1: _____

_____ ZIP CODE: _____

This is my address:

- during school
- between semesters

ADDRESS 2: _____

_____ ZIP CODE: _____

This is my address:

- during school
- between semesters

PHONE: _____ CELL: _____

NSU EMAIL: _____ PERMANENT EMAIL: _____

STEP 2: Diagram your plans from now until graduation. Review the prerequisites for entering field education before you chart your plan

- I plan to complete field placement in one semester, (circle) Fall/Spring 20__
- I plan to complete ½ field placement in Fall 20__, followed by ½ in Spring 20__.

List below when you plan to complete all of your remaining courses, including the current semester. Include field instruction. If this information changes, for any reason, after the completion of this application, a new curriculum plan must be submitted to the Field Coordinator by submitting a new first page of the application.

Semester/Term _____ (i.e. fall 2020) Semester/Term _____ Semester/Term _____

STEP 3: Complete the following information.

Do you have a Louisiana Driver's License: yes no

Can you provide your own transportation to the work unit? yes no

Check here if there are special circumstances that you would like to make known to field faculty and potential agency supervisors to aid in your placement. Describe these here. Include any limitations on availability of daytime hours.

List previous and current employment experience (Including summer and part-time jobs). Give dates:

List previous volunteer experience (including Social Work Practice I volunteer work):

Describe your career plans following graduation from NSU.

Step 4: Provide three personal references that may be contacted by your potential field instructor. Note: It is customary to ask permission of those whom you would like to list as references.

NAME: _____

ADDRESS: _____

PHONE NUMBER: () _____

NAME: _____

ADDRESS: _____

PHONE NUMBER: () _____

NAME: _____

ADDRESS: _____

PHONE NUMBER: () _____

Student Name _____ Student ID# _____

****Pages 4 and 5 are not sent to Field Agencies.**

STEP 5: Set up an appointment with your faculty advisor. Take your completed application and your degree evaluation to the meeting. Discuss with your advisor your field site choices, your background experiences, qualifications, concerns, learning needs, potential learning goals for placement, etc.

FACULTY ADVISOR'S CERTIFICATION

The applicant's overall GPA is _____. The applicant's Social Work GPA is _____.

_____The applicant's degree plan indicates that the applicant's matriculation plan is feasible. Concerns are noted here:

_____The applicant has an understanding of Field requirements in terms of completing internship hours and has a reasonable plan for meeting these responsibilities. The applicant has adequate plans for balancing coursework, internship hours, employment and family responsibilities. Concerns or comments noted here:

_____I have discussed possible placement sites, learning needs, and background qualifications with the applicant. The applicant's desired placement is appropriate considering the above. The following comments, recommendations and/or concerns should be noted:

Faculty Advisor's Signature : _____ **Date:** _____

STEP 6: From the list of field sites provided by the Field Instruction Office, choose two sites for which you would like to be considered. NOTE: Some agencies require immunizations, drug screens, or criminal and/or driving background checks. Some have student-borne expenses connected with them.

1st CHOICE: _____ CITY/LOCATION _____

2nd CHOICE: _____ CITY/LOCATION _____

Describe why these placements appeal to you. Also indicate any personal characteristics, circumstances or experiences that might enhance or distract from your ability to perform in each of these placements (examples: do you have volunteer or employment experience in a related area? Have you or a family member sought or need help in this area?).

1st CHOICE: _____

2nd CHOICE: _____

STEP 7: The following question is on the Louisiana Board of Social Work Examiners, Application for Registration, Registered Social Worker. Application for registration in the State of Louisiana also requires a criminal background check. Please answer the question honestly, understanding that the NSU Field Program will use this information for placement purposes only and will not make this information available to Field agencies without your written consent.

Have you been arrested, charged with, or convicted of any state or federal, civil or criminal law? (Includes convictions on any charges except minor traffic offenses whether the conviction resulted by verdict, guilty plea, plea of no contest or nolo contendere; and includes arrests, charges, and convictions that have been expunged.) Yes No

If yes, please explain: _____

I certify that the information in this application is accurate.

Student's Signature : _____ **Date:** _____

FERPA STUDENT CONSENT FORM FOR RELEASE OF EDUCATION RECORDS

Name of Student

Student ID #

Date

The Federal Educational Rights and Privacy Act of 1974 (FERPA) affords certain rights to students concerning the privacy of, and access to, their education records. Third parties under FERPA cannot access your records without your written permission. However, students may choose to complete this form to allow release of their education records to specified third parties.

Even with this consent form, information cannot be given to a third party via the telephone or e-mail. For additional information, visit the NSU FERPA information page at www.nsula.edu/registrar/ferpa or the U.S. Department of Education's website at

By completing, signing, and dating this consent form, I am giving faculty of the Northwestern State University of Louisiana, Department of Social Work my permission to release to representatives of potential field placement agencies, the following information: A copy of my completed Field Placement application. This information is to be used only in determination of placement in a Field Placement Agency.

I understand that (1) I have the right not to consent to the release of my education records, (2) I have the right to inspect any written records released pursuant to this consent, and (3) I have the right to revoke this consent at any time by completing the section below.

Student Signature

Date

Please sign and date below **ONLY** if you are revoking this consent.

I hereby REVOKE the right of NSU, Social Work Department representatives to provide my field placement application to any community agencies. I understand that this revocation cannot apply to actions taken prior to this revocation date.

Student Signature

Date