

**East Carolina University School of Social Work**  
**Field Education Application Information Sheet – BSW**  
 (Revised 2/10)

The Field Education Office coordinates the placement process for all students; students are not to secure their own internships. The process for placement begins in the semester prior to beginning field and includes submitting a field application, an interview with field staff, and an agency interview. BSW students are typically in field Tuesday through Friday. During your field placement you will attend a field seminar. More information on Field Education is available on the field website: <http://www.ecu.edu/che/socw/field.html>.

**Applying for Field Education**

You must have completed all required social work courses and have a minimum of 2.5 GPA before you can enter field. You will need to register for the field seminar course and submit a completed field application including all attachments and the field fee. When you submit your completed application to the field office you can schedule an interview with the field staff. Be prepared to discuss your interests and any information that might affect your placement or performance in field during this interview.

Unless there are extenuating circumstances expressly stated on your application, you should expect a placement within a **60-mile radius of the school**. It is the student's responsibility to provide reliable transportation to the agency. Students should possess a valid driver's license with appropriate automobile insurance coverage.

Field agencies may require a criminal background check, drug screening, and/or specific vaccinations prior to accepting a student as an intern. The student may be responsible for paying for these. Field agencies may also check with the following registries: Child Abuse Registry, Elder Abuse Registry, Healthcare Registry and Sex Offender Registry. Agencies make the decision about whether information discovered in the course of the background check will affect the acceptance or rejection of the student for an internship within the agency.

East Carolina University seeks to comply fully with the Americans with Disabilities Act of 1990 (ADA). Students requesting accommodations based on a disability must be registered with the Department for Disability Support Services located in Slay 138 [(252) 737-1016 (Voice/TTY)]. Please make the field office staff aware of any requested accommodations.

**Application Deadlines**

Completed applications are due in the Field Office, Rivers 221 as announced. It is the student's responsibility to submit a field application by the stated deadline. Students missing the stated deadlines may be delayed in entering field or may have to postpone their field placement for a later semester.

**A complete application includes: a copy of your current resume, your Field Education fee (check or money order only – no cash), a personal photo of yourself, a photocopy of your current driver's license, and the HIPAA Quiz Certification** using [www.ecu.edu/cs-dhs/hipaa/privacy/training.cfm](http://www.ecu.edu/cs-dhs/hipaa/privacy/training.cfm). Go to this website, and follow the directions under II B ECU Student. Complete [HIPAA Privacy Awareness Training](#). Upon completion, review the Privacy Quiz and print and complete the certification page. The ECU Career Center website can provide you with assistance with your resume.

The field fee must accompany your field application. The field fee for BSW students is **\$75.00**. This fee includes professional liability insurance. Please make your check payable to **ECU-SSW**.

If you have any questions or concerns about the application process for your BSW field assignment, please contact the Field Education Office.

**I have read and understand the above information.**

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**Student signature**

**Date**

Complete application received from student by: \_\_\_\_\_

Field staff signature

Date

**APPLICATION FOR FIELD EDUCATION - BSW**

1. Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Banner ID# (required): \_\_\_\_\_ Overall GPA (most recent) \_\_\_\_\_  
 Home Phone: (\_\_\_\_) \_\_\_\_\_ Mobile Phone: (\_\_\_\_) \_\_\_\_\_  
 Email address: \_\_\_\_\_

2. Your Address While Attending ECU:

\_\_\_\_\_  
 \_\_\_\_\_  
 City State Zip

3. Permanent Home Address (if different from above):

\_\_\_\_\_  
 \_\_\_\_\_  
 City State Zip

4. Where will you reside during placement? University \_\_\_\_\_ Home \_\_\_\_\_

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

6. Are you bilingual? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, which language(s) \_\_\_\_\_

Proficiency Level: beginner \_\_\_\_\_ intermediate \_\_\_\_\_ advanced \_\_\_\_\_

7. Are you requesting any accommodations under the Americans with Disabilities Act of 1990 (ADA)?

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

8. Field agencies need to know about a prospective intern's history that would have the potential to affect suitability of placements or performance in field. This includes, but is not limited to, issues such as substance abuse and legal involvement, including driving violation.

While this does not preclude placement, it is imperative that the field office has this information prior to beginning the placement process.

Have you had any legal involvement? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

9. No student may be placed in an agency where he/she or an immediate family member was or is a client. It is the responsibility of the student to decline such placements based on conflict of interest.

Are there any other issues that might affect your performance or placement in field? Yes \_\_\_\_\_ No \_\_\_\_\_

10. State your learning objectives for your placement:

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11. Briefly state your occupational/professional goals.

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**My signature below signifies that all information on this application is true and valid and the following are attached: current resume, Field Education fee (check or money order only – no cash), a personal photo, a photocopy of current driver’s license, and the HIPAA Quiz Certification.**

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**Student signature** **Date**

## Student Field Placement Agreement

Please read the following agreement carefully before signing. You will be held responsible for these responsibilities and information. You will not be eligible to enter field until you have signed the agreement.

As an applicant for Field Education, I agree to the following:

1. To act professionally and ethically. This includes, but is not limited to, adhering to the Code of Ethics of the National Association of Social Workers, maintaining confidentiality, and giving priority to the rights and needs of clients over my own.
2. To follow the policies, procedures, programs and operating standards of the agency and of ECU, including completion of all documentation required by the agency and ECU.
3. To initiate and engage in academic and professional social work development through active participation in field seminar, regular field supervision and self assessment of my academic and personal aptitude, knowledge, skills, performance and values.
4. To authorize the School of Social Work faculty to discuss my progress with other faculty members, field instructors, task supervisor and agency contact persons as they deem necessary.
5. If my field work or professional development is not deemed satisfactory by social work faculty, agency, or I, either party has the right and the responsibility to request reassessment of my suitability to continue in the field.
6. I understand I am responsible for reading and understanding the field guidelines, policies and procedures. Prior to entering field I will review the contents of the Field Manual, *with special emphasis on the following*:
  - a. Process for securing a field placement
  - b. Attendance policies
  - c. Evaluation and grading
  - d. The roles of the Field Education office, the Faculty Field Liaison, the Field Instructor and the Task Supervisor
  - e. **Procedures for problems solving, including grievances, requesting changes and terminations in field**

By signing I agree to the above responsibilities, and to know and adhere to field policies and procedures.

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**Student signature**

**Date**