



Office of Field Education
National Catholic School of Social Service
The Catholic University of America
Cardinal Station, Washington, DC 20064
Phone: 202-319-5457
Fax: 202-319-5093

SOUTHERN MARYLAND MSW FIELD INTERNSHIP APPLICATION
for Students beginning Foundation (1st Year) Field Internship
(Submit 1st page in triplicate along with three copies of resume; save 4th set for your records)

Date _____ Email address (*please print*) _____

Name _____ D.O.B. _____

Street Address _____ City _____

State _____ Zip Code _____ Phone (H) _____ Phone (Cell) _____

County of residence _____

Personal information:

Undergrad college _____ Major: _____ Yr of Grad: _____

Grad college (if applicable) _____ Major: _____ Yr of Grad: _____

- Do you have a driver's license? Yes No
- Do you drive an automobile? Yes No
 - Will you have a car to get to and from field agency? Yes No
 - If you will have a car, **are you willing to use your car to transport clients?** Yes No
Our policy prohibits students from driving their own vehicles to transport agency clients unless they voluntarily elect to transport clients in their vehicles in order to be placed in a particular agency/kind of agency. If this will be a requirement, it should be discussed and agreed upon at the placement interview.
- Do you speak another language? Yes No

If yes, do you wish to utilize this language in field agency, if possible? Yes No

If yes, indicate language and level of proficiency: _____

- Are you receiving funding from the State of Maryland to support your MSW studies? Yes No.
 - What leave/release arrangements have been approved? _____

- As a **Part-time** student, are you requesting a **flex-time placement** (*i.e. a combination of day/evening/weekend hours*)? Yes No.

- **Insurance Coverage (mandatory information):** Will you be covered by the CUA Student Health Plan? Yes No. If *no*, provide name and address of provider, & policy #:

Your responses below are for internal Office of Field Education use only:

A. Age Group(s) in which you are most interested (Number in order of preference):

- Elderly
- Adults (other than elderly)
- Children
- Adolescents
- Families
- Any or all

B. *Respond only if you are a MD DHR employee:* Which of the following have been approved as internship option(s) for you in 2009-2010:

- Internship assignment in different program of county DSS where employed
 - o Student must complete *NCSSS Proposal for Completing Internship in Place of Employment*
- Internship assignment in different program of different county DSS
- Internship in non-DSS private agency. Preferred agency: _____
- Internship = regular job with “enhanced supervision” by field instructor (someone other than work supervisor; special focus on selected cases

Comments: _____

C. If you are particularly interested in being considered for ***a specific agency or department within an agency***, please provide as much information as possible (i.e. name of agency, contact name and contact phone number or email) below.

D. Please note any **special factors** that you would like to have taken into consideration in planning your field placement:

E. Please respond to the questions that follow (1) in the space provided or (2) in a separate attachment:

- 1) Please indicate the hours you know you will be available for field next academic year. Placements are usually 16 hours/week over 30 weeks, or, when approved by the Director of Field Education, 12 hours/week over 40 weeks. Note: minimum of 4 field hours/day; field is completed over 2-3 days/week. *Total # of required foundation year field hours = 480*

- 2) If you have a documented disability for which you would like to request reasonable accommodations in your field agency, you are strongly encouraged to identify yourself to the CUA Office of Disability Support Services (DSS), (202-319-5618). Once your disability is verified and you have been approved for services through DSS, you will still need to speak with the Director of Field Education if you wish to request accommodations in your field placement. It will greatly assist the Director of Field Education in referring you to the most appropriate field placement to have knowledge about reasonable accommodations that have been determined by DSS for you. You must inform DSS upon registration that you will apply for an internship with the NCSSS Office of Field Education. You will need to complete your registration with DSS prior to selection of your placement so that the Director of Field Education can ensure an appropriate match. Feel free to provide information which will be helpful below:

F. Please provide contact information for an individual whom we may call in the event of an emergency at your internship site. This person would only be contacted in the event of an emergency, e.g. medical emergency or accident. Please print:

Name: _____

Relationship: _____

Phone: (cell): _____ (work): _____

(home): _____