
Field Placement- APPLICATION BOOKLET

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APPLICATION INSTRUCTIONS

Please read the application instructions carefully:

When students have **met the criteria** for placement, they are ready to apply for a field placement internship. Students must consult with their academic advisors and follow their plan of study.

All sites must be approved or in the process of being approved by the field director.

To apply, students must complete an application and review the listing of approved field sites which are available in the Social Work website (under Field Education).

1. Attend the scheduled field application and information session.
2. Complete the field application (If you are an Advanced MSW student, you will complete the application prior to attending the field application session.)
3. Complete a resume and cover letter. (See samples in the appendix of this document)
4. Make an appointment with the Director of Field Education or BSW Field coordinator
5. Make a selection of the sites for which you wish to apply.
6. Send out a letter and cover letter to three designated field sites requesting an interview for an internship placement (see sample email message)
7. Prepare for and complete all scheduled interviews and send a thank you note afterward
8. Follow up on completed interviews (in an appropriate manner)
9. Update the Director of Field Education or BSW Coordinator on your progress

Students must use their GSU email accounts when reaching out to field agencies.

Hotmail and other accounts are often not recognized or accepted at most field sites. In addition, students must put forth their best effort when applying for an internship—this means proof reading your email inquiries, cover letters and resumes before sending them.

Before you accept an internship:

- Ask about next steps, start dates, orientation, and start/end dates for the internship – as well as what the expectations for interns during the winter and spring break. You are expected to continue your internship over the winter break (as negotiated by you and the field site instructor or internship coordinator)

After you accept an internship:

- Complete a field update form and email it to: feo@govst.edu
- Obtain a background check (Castlebranch.com)
- Obtain your malpractice insurance

Important facts to remember:

- Register for your Field Practicum and Field Integrative Seminar (same sections as indicated in the Field Handbook)
- Make sure you have complied with all field requirements (i.e., background check, malpractice insurance, medical insurance and field update form)
- Make sure you know your starting date and when orientation begins for your selected field agency (some may begin prior to the academic start of the semester)
- Gear yourself up for a positive learning experience throughout the year!

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FEO@govst.edu or
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Securing Malpractice Insurance and Background Checks

Please read the information below completely and carefully to help you in completing all the tasks required for entering Field Education in the Fall of 2018.

In moving forward, please engage in the following 5 actions between the months of May and August.

PLEASE DO NOT get your background check or malpractice insurance **BEFORE** MAY 15th.

1. **Please ensure that if you receive any phone calls or e-mails from other agencies in which you applied for internship that you return the call, informing him/her that you have accepted an alternative placement but thank you for the opportunity. This is very important as SW is a small world and you want to maintain your professional reputation.**

2. **Obtain your background check after May 15, 2018. Send proof of completing your background check in to your Coordinator. Acceptable proof would be the “Results Summary” you will receive by Castle Branch in your e-mail.**

Website: https://www.castlebranch.com/online_submission/package_code.php
Package code is “go62”

3. **Join NASW and obtain your malpractice insurance after May 15, 2017. Send in proof in to your Coordinator. Acceptable proof will be your NASW membership card AND your policy declarations form that you will receive by e-mail from the organization.**

To Join NASW:

Website: <http://www.naswil.org/naswil/join-renewmembership/>

- Click on “Join NASW today.”
- Follow the options to join online, by phone or by mail.

To get malpractice insurance:

Website: <https://naswinsure.com/Home/NBLanding>

- Be sure that you click on “Apply Online” under “Students”. Be sure that you have your NASW member number available. You will need to obtain the

coverage with liability limits \$1,000,000/\$3,000,000 and the usual fee for coverage is 15-25 dollars.

4. **Send in Proof of your Medical Insurance Coverage.** This can be a copy of your medical card

5. **Be sure that you have registered for Practicum and Seminar with the same instructor/section.** The numbers after the hyphen indicate your section.

Example: Register for Field Practicum SOCW 4500-01 and Integrative Seminar 4501-01. Mismatched registrations will lead to students being displaced from their preferred classes!

Proofs should be submitted...

1. In electronic form through e-mail before the August 1, 2018 deadline

APPENDICES

APPENDIX A – *Sample Email Messages*

Sample email transmission to field agency requesting an interview:

Dear Ms. Field Site instructor,

I am writing to apply for an internship with your agency. I have attached my cover letter and resume for your review. I am currently a BSW student at Governors State University.

I learned about your agency from the GSU field list and would like an opportunity to interview with you at your earliest convenience.

Thank you for your time and attention. I eagerly await your reply.

Sincerely,

Mr. Extraordinary Student

Sample follow up email transmission to field agency:

Dear Ms. Field Site instructor,

I am writing to follow up on a previous email message I sent to you [on date] requesting an internship with your agency. I am a BSW student at Governors State University and I am applying for an internship with your agency.

I would like to schedule an interview with you at your earliest convenience. Thank you for your time and attention. I hope to hear from you soon.

Sincerely,

Mr. Extraordinary Student

APPENDIX B – Sample Cover Letter

**Chandra Watkins | 4 Church St. | Hometown, NJ 08888 |
(555) 555-5555 | chandra@somedomain.com**

[Date]

Mr. Stephan Scheck
Innovation
6553 Carlisle Drive, Suite
300 Los Angeles, CA 90048

Dear Mr. Scheck,

I would like to apply for a yearlong internship position with ABC Social Services. I learned of your agency through the placement center at Governors State University (GSU).

I am currently in the BSW program at GSU and am entering my field practicum this coming academic year. While I have a comprehensive assessment background, my emphasis is on intervention and case management.

I have over 2 years volunteer experience working with youth at the Neighborhood Mentoring Program. While there, I received extensive training on the Positive Youth Development Model. Furthermore, I was able to use this model to engage and mentor over 20 adolescents from diverse backgrounds and increase parental involvement.

I would like the opportunity to meet with you to discuss any internship openings you might have. Please let me know if you have any questions. You can reach me by phone at (555) 555-5555 or by email at cwatkins@student.govst.edu.

Thank you for your time and consideration.

Sincerely,

Chandra Watkins

APPENDIX C – Sample Resume

Nancy Student

1234 South College Street, Steger, IL 60453

Cell: (000) 000-0000

nancystudent@student.govst.edu

Job Objective: Entry-level position in social work utilizing my education and skills to contribute to the success of [company name].

Summary of Qualifications:

- One year experience providing outstanding customer service
- Proficient in Windows, Word, Excel and PowerPoint
- Self-motivated to succeed in any workplace environment

Education and Certifications:

- Bachelor of Social Work Degree - Expected Date of Graduation 20__
- Domestic Violence Training and Certificate

Relevant Experience:

Administrative Support

- Assisting managers/staff, develop/monitor projects and track results
- Scheduling meetings/events and data entry
- Point of contact calls, emails, calendars etc.
- Microsoft office and internet explorer

Customer Service/Technical Support

- Provide customer service and website support for nonprofit organizations
- Complete research and projects in a timely manner
- Recommend improvements to case managers for improving record keeping
- Communicate clearly, both written and in speech

Employment History:

Administrative Aide Social Work Service Professionals, Inc. 2012 - Present

References Available Upon Request

APPENDIX D – Field Application Checklist

CHECKLIST <i>please make sure you do all of the following before submitting your application</i>		
<input type="checkbox"/>	Complete the field application	
<input type="checkbox"/>	Complete a resume and cover letter	
<input type="checkbox"/>	Attend the scheduled field orientation (Dates TBD) (Student Orientation to Field)	
After the Student Orientation to Field		
<input type="checkbox"/>	Make a selection of the sites for which you wish to apply	
<input type="checkbox"/>	Send out a letter and cover letter to three designated field sites requesting an interview for an internship placement (see sample email message / field handbook)	
<input type="checkbox"/>	Prepare for and complete all scheduled interviews and send a thank you note afterward	
<input type="checkbox"/>	Follow up on completed interviews (in an appropriate an non-abrasive manner)	
<input type="checkbox"/>	Update the field director on your progress by sending an email message	
<input type="checkbox"/>	Complete a field update form and send to the field director once you secure an internship via email at: fielddeductionoffice@govst.edu	
<input type="checkbox"/>	Complete your background check (and submit proof)	
<input type="checkbox"/>	Submit proof of malpractice insurance and medical insurance	
<input type="checkbox"/>	Make sure you register for Integrative Field Seminar and Field Practicum (same sections)	