

Application for Internship in Agency of Employment  
BA: Due second Friday in April

I. **Identifying Information:**

Student Name:

Date:

Field Level:  BA

Academic year of placement:

II. **Present Job Assignment:**

A. Please type in the text box below a description of your present job assignment and the specific circumstances of the assignment. Include:

- Job classification
- Job status (temporary/permanent; full time/part time); **specify that probationary status in current work assignment has been satisfactory completed.**
- Length of employment
- Regular hours of employment
- Present job duties and a thorough description of functional tasks
- Names of those persons responsible for your direct supervision and for administration of the agency.

III. **Prior Experiences**

A. If you have worked in other areas of the agency in addition to your present job assignment, include in the textbox below, a brief description of those areas/units and the length of time in each, including months and dates.

**IV. Proposed Internship Experience**

A. Please type in the text box below a written description of the proposed field placement assignment and the specific circumstances of the proposed internship. Note: The proposed internship must be clearly differentiated from current and past job assignments and must meet the curriculum requirements of the social work program. Include the following:

- Proposed assignment (i.e. area or unit)
- Proposed work and internship days and hours, including planned workload modification to accommodate internship hours. Also address how you will accommodate required classes and any program seminars (Note: Title IV-E seminars do not count toward field hours). Field supervision seminars (BA) do count toward field.

**B. Proposed MSW Field Instructor:**

Please provide the name of the proposed MSW field Instructor who has no authority over you as an employee.

Field Instructor Name:  Title:   
Email:  Phone:

If the field instructor is new to Fresno State, attach a Field Instructor Profile form to this application. The form can be found on the DSWE website at: <http://www.fresnostate.edu/chhs/social-work/policies-forms/fieldmaterials.html>

**C. Proposed Learning Assignments:**

Refer to the BA Field Manual located on the DSWE website. Look up the learning agreements and specify proposed assignments tailored to your proposed internship that meet curriculum requirements specified in the learning agreements. List one activity per competency.

**Competency 1: Demonstrate Ethical and Professional Behavior**

Assignment:

**Competency 2: Engage Diversity and Difference in Practice**

Assignment:

**Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice**

Assignment:

**Competency 4: Engage in Practice-Informed Research and Research-Informed Practice**

Assignment:

**Competency 5: Engage in Policy Practice**

Assignment:

**Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities**

Assignment:

**Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities**

Assignment:

**Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities**

Assignment:

## Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations & Communities

Assignment:

### Terms of In Agency Field Placement for Fresno State BA and MSW Students

As a student in the Department of Social Work Education at Fresno State, I have read and understand the Policies and Procedures for Use of Student Employment Site as a Field Practicum Setting.

As an employee interested in the possibility of completing my required field internship(s) at my agency of employment, I understand that I must apply to be approved for this agreement. Approval is required from the employment agency and the Field Coordinator. University approval will be based on compliance with the Department of Social Work Education's field education policies and procedures.

Given that students must have cleared probationary status in their current work assignment to be eligible for an agency placement, I understand that new employee (less than one year), newly promoted employees, or employees wishing to apply for promotion while in field placement, will not meet the requirements for in agency placement. Any request for an exception to this policy must be discussed with the employer and the Field Coordinator in advance. Exceptions will be made only for very strong and educationally sound reasons. Final approval of an exception is rendered by the Field Coordinator.

The signatures below indicate agreement with the terms of this proposal and an understanding that the arrangements agreed upon may not be changed without advanced approval from both the agency and the Field Coordinator.

#### V. Signatures:

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Student Signature

Date:

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Proposed MSW Field Instructor

Date:

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Agency Administrator

Date:

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Department of Social Work Field Coordinator

Date