



Department of Teacher Education and Social Work

Bachelor of Social Work Program

Field Application

The field application must be submitted with a hard copy of the student’s resume, BSW acceptance letter and, graduation degree audit letter from the registrar. Students requesting an employment-based field practicum will be required to complete an additional application.

Student Information

Name: _____

Mailing Address: _____

Phone: _____ Banner ID: _____

MGA Email Address: _____ Advisor: _____

Have you attached a copy of your: (Y/N)

- 1) Resume ___
- 2) Graduation Letter from Registrar _____
- 3) BSW Acceptance Letter _
- 4) Copy of MyDegree Degree Audit

Areas of Interest

Check a minimum of three areas that interest you. Rank your top three preferences.

School System	Domestic Violence	Court
Department of Social Services	Hospice	Forensic
Substance Abuse	Homeless	Corrections
Mental Health	Medical	Criminal Justice
Other:		



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Agency Information

List three names or types of agencies/organizations of interest

1. _____
2. _____
3. _____

If you have knowledge about an agency please provide the information below.

Name: _____ Agency: _____

Email: _____ Phone: _____

Name: _____ Agency: _____

Email: _____ Phone: _____

Students are **not** to contact any agency to arrange for a field placement without the advanced approval from the Field Director.

The BSW Field Education Director will follow up with a potential agency in order to finalize your placement.

Employment

Will you be employed during your field placement?

If yes, full-time or part-time _____

Please state the arrangements you plan to make to be available to complete the required hours (400+) for your field placement. **(Evening and Weekend Placements are Limited)**



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Are you requesting a field placement at your place of employment?

If you answered yes, you must complete and submit an application for an employment based field placement. This request is submitted separately from the field application but is due at the same time of the application.

Transportation

Do you have a valid GA driver's license?

Do you have an automobile for transportation to and from your field placement?

If you answered no, you must to have transportation to your field placement for the entire semester.

Preferences

Are you available to complete your field placement from 8-5 on Monday-Friday?

If you answered no, please note that weekend and evening placements are limited and cannot be guaranteed.

What is the City/County/Area that you will be completing your field placement? How far are you able to commute to your field placement?

Is your placement within a one hour commute time from MGA?

If you answered no, please note that you must receive prior approval before being placed over an hour away.



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Criminal Background

You may be required to complete a background check through your agency at your own cost, if required. Many agencies require a criminal background check and/or a current drug screen as part of the placement process.

Have you ever been convicted of a felony?

If yes, please explain and meet with the BSW Field Director individually.

This application will not be processed if any portion is not completed as directed.

Statement of Understanding:

I have completed this application and certify that the information I have provided is complete and accurate. **I understand that I am required to arrange my schedule so that I will be available to complete my field hours and supervision.**

Student

Date