Social Work Program **OFFICE USE ONLY**

Tennessee State University **Date received\_\_\_\_\_\_\_\_\_\_\_**

Nashville, Tennessee 37209 **Agency assignment\_\_\_\_\_\_\_**

**Undergraduate Field Instruction Application**

**Please fill the in the fields below to complete the application. A complete application includes both:**

1. Application
2. Updated Resume

Today’s Date:

Name:

 (Last) (First) (Middle)

Current Address:

(Number and Street)

(City) (State) (Zip)

Anticipated Address or Geographic Area during BSW Placement.

(Street) (City) (State) (Zip)

Best Contact Phone: Alt Phone:

TSU E-Mail: *All communication will be done with your TSU email.*

Emergency Contact: Phone:

 (Name, Relationship) (Phone)

What courses have you taken in the TSU BSW program?

Are you bilingual? If yes, what languages do you speak fluently?

Do you have a car available for travel to/from your internship site?

Why are you pursuing your BSW degree?

What are your career goals after completing the BSW program?

Please describe your ideal BSW internship placement.

What do you hope to achieve during your BSW internship?

Indicate your first (1) and second (2) preference for a field agency location:

 \_\_\_\_\_\_ Nashville \_\_\_\_\_\_ Davidson County
 \_\_\_\_\_\_ Murfreesboro \_\_\_\_\_\_ Rutherford County
 \_\_\_\_\_\_ Clarksville \_\_\_\_\_\_ Montgomery County

\_\_\_\_\_\_ Other City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_ Other County\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a car available to you? \_\_\_\_ Yes \_\_\_\_ No

 *IF NO*, how do you plan to get to a field placement?

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Indicate your first (1) and second (2) preference for population groups and fields of social work practice (mark 1st and 2nd choices for each column)

Population Groups Fields of Practice

\_\_\_\_\_ adolescents \_\_\_\_\_ alcohol/drug abuse

\_\_\_\_\_ adults \_\_\_\_\_ child abuse/neglect

\_\_\_\_\_ children \_\_\_\_\_ delinquency/corrections

\_\_\_\_\_ elderly \_\_\_\_\_ domestic violence

\_\_\_\_\_ families \_\_\_\_\_ family services

\_\_\_\_\_ other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ geriatrics

 \_\_\_\_\_ health

 \_\_\_\_\_ mental health

 \_\_\_\_\_ military/veterans’ issues

 \_\_\_\_\_ poverty/disadvantaged

\_\_\_\_\_ schools/education

\_\_\_\_\_other

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |   | Credit Hour |   | Grade |   |   |
| 2010 | Introduction to Social Work |   |   |   |   |   |   |
| 2100 | Social Work Interviewing Skills |   |   |   |   |   |   |
| 3300 | Human Behavior and Social Environment I |   |   |   |   |   |   |
| 3350 | Human Behavior and Social Environment II |   |   |   |   |   |   |
| 3400 | Social Welfare Policy |   |   |   |   |   |   |
| 3450 | Social Welfare Policy Analysis |   |   |   |   |   |   |
| 3500 | Social Work Practice I |   |   |   |   |   |   |
| 4601 | Social Work Practice II |   |   |   |   |   |   |
| 3800 | Social Work Research I |   |   |   |   |   |   |
| 3000 | Social Statistics |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |  |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |
| SOCIAL WORK ELECTIVES COMPLETED |
|   |   |   |   |   |   |   |   |   |   |
| 4000 | Social Work Intervention in Health |   |   |   |   |
| 4401 | Skills Solutions/Permanency/Child Welfare11 |   |   |   |   |
| 4461 | Child Welfare 11 |   |   |   |   |
| 3600 | Ethnic & Minority Concerns in Social Work |   |   |   |   |
| 4700 | Gerontological Social Work |   |   |   |   |
| 4900 | Senior Seminar in Social Work |   |   |   |   |
| 4950 | Readings and Research (Special Topics) |   |   |   |   |

Are there any agencies where you should not be placed because of potential conflicts of interest based on previous or current interactions? \_\_\_ Yes \_\_\_ No

 *IF YES*, which? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list specific names of agencies where you would prefer to be placed, if known:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SOCIAL WORK COURSES COMPLETED**

|  |  |
| --- | --- |
| I recommend that the above named student enroll in Field Instruction and Field Seminar the |   |
| semester, 20\_\_\_\_\_. | 20 . |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   | Major Advisor |   | Date |   |   |   |
|   |   |   |   |   |   |   |   |   |   |
|  | Field Instruction related cost: \_\_\_\_\_\_\_\_\_\_\_\_  |   |   |   |
|   | Date paid: |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |
| In Case Of Emergency Notify: |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |
| Name |   | Address |   | Telephone |
|   |   |   |   |   |   |   |   |   |   |
| *I give my permission for the information contained in this application to be shared with social* |
| *work faculty members and agency field instructors who are considering me for practicum* |
| *placement.* |
|   |   |   |   |   |
| Date |   |   |   | Student's Signature |
|   |   |   |   |   |   |   |   |   |   |
| **DO NOT WRITE BELOW THIS LINE** |
|   |   |   |   |   |   |   |   |   |   |
|   | Assigned to |   |
| Student |   |   | Agency |
|   |   |   |   |   |   |   |   |   |   |
| at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. | The Agency Field Instructor is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|   | Agency Address |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. | The Program Field Liaison is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   | Field Instruction Coordinator |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   | Date |

Are you requesting an employment-based field placement? \_\_\_Yes \_\_\_No (if no do not complete)

**For an employment-based placement request**

Agency Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long have you worked there? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (years/months)

Current Position:

 Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Unit on which you work (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Job responsibilities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of hours worked per week (on average) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Weekly Schedule \_\_\_\_\_\_\_\_ Monday \_\_\_\_\_\_ Tuesday \_\_\_\_\_\_ Wednesday
 \_\_\_\_\_\_Thursday \_\_\_\_\_\_ Friday \_\_\_\_\_\_Saturday \_\_\_\_\_\_ Sunday

Employment- based placement request (con’t)

Have you discussed the possibility of completing an employment-based field placement experience with your supervisor or administrator? \_\_\_ Yes \_\_\_ No

 With whom have you spoken: ­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 When did you speak to her or him? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mm/dd/yr)

 What might you do for your field placement that would differ from your current job responsibilities (i.e., unit, type of services, population)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person at agency to contact about this possible field placement:

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Position/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RELEASE OF INFORMATION

I authorize Tennessee State University, Social Work Program, its faculty, and

Field Instruction Coordinator to consult with field agencies in the development

of a practicum placement.

I release from any liability any and all individuals and organizations who provide

information in good faith and without malice concerning my professional competence,

ethics, character, student records and other related information in

the development of a field placement, and I hereby consent to the release of

such information.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

 Witness Date

**BACKGROUND CHECK INFORMATION**

**Statement:** Social Service agencies, organizations and community settings are performing Background Checks on students requesting the agency or setting as a placement site. Agencies and organizations have the option to accept or deny a student’s request for placement in their agency or setting.

**STUDENT:**

I completed my Background Check for Field Education on the \_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_

20\_\_\_. Criminal Court document to verify the findings are attached.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**Resume Update**

You will need to update your resume as part of the internship placement process. Your resume should include relevant information when applying for a social work internship. When you meet with the Internship Coordinator, she will review your resume and provide feedback. As needed, please make the following changes below.

The **Education** heading should be first on your resume. Under the **Education** heading if you have not already, please add:

Tennessee State University

**Bachelor of Social Work**, Anticipated Graduation (Put - month, year)

Please organize your resume headings to highlight your activities and work experience to show what is relevant to your future career in social work. Common headings used include:

* **Education or Education and Credentials**
* **Relevant Experience or Related Experience –** this section could include volunteer experience, training, work experience, service learning and/or work experience or projects
* **Work Experience –** this section should include your current job or most recent job and any other work experiences that are relevant to your career as a future social worker.
* **Professional Development or Membership –** include organization affiliations, leadership roles or training
* **Special Skills or Interests –** include computer skills or languages or include special interests that may create conversation in an internship interview.

Please make sure that the font type and size and date format is consistent throughout your resume. Please use a format similar to the one below for your experiences listed underneath your headings:

Agency, City, State Dates

Position

* description of job or volunteer tasks and skill used
* description of job or volunteer tasks and skill used
* description of job or volunteer tasks and skill used

**Cover Letter Preparation**

Please be prepared to write an individual cover letter to apply to each agency. Here is a link to the career developmentcenter@tnstate.edu At this link, please go to *Job Search Tools* section and click on the cover letter guide and interviewing guides. The Career Development Center is located at Suite 304, Floyd Payne Campus Center 615-963-5981. Your Internship Coordinator is also able to review these cover letters before you send them out to the agency to apply.

**Additional Application Materials**

Some internship agencies may ask you submit the following to be considered as a candidate:

* Recommendation letters or letters of reference
* A reference page or professional references –A professional reference can be a previous or current work supervisor, a co-worker, a professor who can say positive things on your behalf and who can provide insight to their professional experience with you. It is best to list contact information for 3 references.
* A writing sample.

**Application Acknowledgements**

I understand that I could be subject to the following as part of an internship agency application process:

* A background check, including but not limited to criminal history and/or fingerprinting
* Substance use and drug testing
* A health screening such as TB or tetanus, etc.

Please note that these screenings are not required nor paid for by Tennessee State University. The above requirements may not be paid for by the agency and could be at student’s expense. Please discuss this with your Internship Coordinator if you have questions or concerns regarding these requirements.

This application form is intended to convey information that will be helpful in determining internship placement. Although the experiences and interests of the applicants are taken into consideration, educational needs and requirements take precedence over all other factors involved in the assignment of students to fieldwork agencies. The information on this application may be shared with an agency field instructor, field liaison, and/or Director of Internships. If e-mailing the application, please type in your name/date below.

**Signed: Date:**

Please email or fax completed form to Field Education Coordinator

Fax: 615-963-7672

 E-mail: dbutler@tnstate.edu

**Confirmation of Field Placement by Student**

As soon as a decision has been made regarding your field placement return this form to the Social Work Program.

 I certify that I have met with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 Field Instructor’s/Director’s Name

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We have agreed on my

Agency Name

 field placement for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_ semester.

 Spring/Summer

You and the field instructor/director will receive a signed and dated confirmation notice from the Social Work Program once the field placement is confirmed.

 This placement is not appropriate or is unavailable.

Other possible placements I would consider are:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is your responsibility to immediately contact the BSW Field Coordinator to let her or him know that the placement is not appropriate or is unavailable.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

**Confirmation of Field Placement by Agency**

**MEMORANDUM**

TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RE: Confirmation of BSW Student Field Placement

DATE: **\_\_\_\_\_\_\_\_\_\_\_**

We have met with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Student’s name) and

have agreed to accept her or him for a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Fall/Spring) 20\_\_\_\_\_\_ semester

field education placement at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Agency Name).

Agency Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be the field instructor. She/he can be reached by

telephone at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or by email at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I understand that the student is to be placed at the agency for minimum of 30 hours per week

For the 15-week semester and is to receive academic credit for this work. I acknowledge that the

student will not be in the agency on Fridays in order to allow for class attendance at Tennessee

State University.

**E-mail this form back to** **dbutler@tnstate.edu** **within three (3) days of the date of the interview or fax to (615) 963-7672.**

Please list any special conditions affecting the placement:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 Signature Title Date