

UNIVERSITY OF CENTRAL FLORIDA  
School of Social Work  
Application for Clinical Field Internship

**This application should be completed by full-time/part-time students currently enrolled in the MSW Program.**

**Instructions:** Please complete this form to provide information needed by the Field Office to develop appropriate placements. ***No placements will be made without this form.***

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell or Work Phone: \_\_\_\_\_

UCF E-Mail: \_\_\_\_\_

**\*The Field Office is required to communicate via Knights mail only.**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Are you working on any certificates? If so, which one(s): \_\_\_\_\_

Are you (please check)?

Part-Time MSW

Full-Time MSW

**Previous Social Work Internship(s):** Please list and briefly describe your generalist internship.

Agency: \_\_\_\_\_

Description of internship: \_\_\_\_\_

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

From the list below, indicate your interests by **(RANKING YOUR CHOICES AS: 1, 2, and 3, etc.)**

Addictions  
 Adolescence  
 Aging  
 Child Welfare  
 Grief and Loss  
 Health Care

Homelessness  
 Juvenile Justice  
 Mental Health  
 Schools  
 Veterans Services

**Geographic Location:** Below are listed the geographic areas in which field placements are available. Indicate your preference. While we attempt to satisfy geographic preferences, this is not always possible.

Would you prefer?

Orange  Osceola  Brevard  Seminole  Volusia  Other: \_\_\_\_\_

**Background Check:** Most social work agencies have students complete background checks, including formal background checks, law enforcement finger printing, driving records and criminal record checks. We urge students to seek this information prior to entering field placement if there is sensitive information that may prevent you from being accepted at an agency. If you answer "yes" to either of the questions below, **you must schedule an appointment with the Coordinator of Field Education for a personal interview.** The UCF School of Social Work cannot guarantee a field education placement or subsequent degree completion for students who do not pass background checks. In addition, please answer the following questions:

Have you ever been arrested for or convicted of a misdemeanor or felony?      Yes      No

Have you ever had adjudication withheld on a misdemeanor or felony charge?      Yes      No

**If you are a person with a disability,** please identify any accommodations needed to enable you to effectively perform course and field work. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Request for Place of Employment as Field Internship:** If you are requesting your place of employment as a field placement agency, please provide the information requested below.

In order for your place of employment to be approved as your field internship: (1) your work assignments for the field education course must be new and different from the assignments of your usual job; (2) you must have a MSW Field Instructor different from the supervisor assigned for your regular employment and the agency Field Instructor must meet the required standards of the School of Social Work; and (3) you must complete and submit to the Director of Field Education an *Employment Based Internship Agreement* detailing how these requirements will be satisfied (form found online at [http://www.cohpa.ucf.edu/social/field\\_education/](http://www.cohpa.ucf.edu/social/field_education/)).

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

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

\_\_\_\_\_

City

State

Zip Code

Phone Number (including area code): \_\_\_\_\_

Contact Person: \_\_\_\_\_

**What other information, if any, do you feel should be considered in planning your field assignment?**

**Please return the completed form to: (faxed copies are not accepted from students)**

Jacquie Withers, LCSW  
Coordinator /Field Education  
HPA-I Room 238  
407-823-5716  
[jacqueline.withers@ucf.edu](mailto:jacqueline.withers@ucf.edu)

Shelley Hall, MSW  
Assistant Coordinator/ Field Education  
HPA-I Room 240  
407-823-3346  
[shelley.hall@ucf.edu](mailto:shelley.hall@ucf.edu)

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