

Generalist Field Application Process (BSW and Generalist MSW)

INSTRUCTIONS: Please complete the following application in its entirety. The following should be included in **one** email as an attachment:

- Completed Application Form
- Resume
- Essay
- TBI Waiver Form and Background Check Instructions (Attached to email)

Additionally, students must complete Step 4 in the application (Background Check Process) and **results must be received** by Director of Field Education **before** the application deadline.

Students should submit application form, resume, and essay **IN ONE EMAIL**. Applications that are returned by submitting more than one email will be considered incomplete and will not be reviewed. In addition, applications that are submitted past the deadline will not be reviewed and students will be required to reapply during the next Field Application Cycle. This could result in delayed graduation.

After forms have been reviewed, and background checks received, students will receive an appointment date and time to meet one-on-one with Director of Field Education to discuss application and admittance or denial into Field Education. Admittance will be based upon the following:

- Performance in Pre-Field Seminars
- Ongoing Departmental Professional Fitness Evaluations
- Quality of Field Education Application and essay
- The student's demonstrated ability to uphold the NASW Code of Ethics

Students are prohibited from reaching out to internship agencies independently and/or without the permissions of Field Education Director. As a result, students who reach out to, or meet with, agencies prior to receiving approval from director may be excluded from interviewing at that agency.

If you have any questions or concerns regarding this process, please email Professor Jodi Whitted at Jodi-whitted@utc.edu. We look forward to your applications!

Field Application Form

1. Please answer the following:

Field Placement Term:

- Fall/Spring (200 Hour Placement/Semester)
- Summer Block Placement (400 Hours split between Summer I and Summer II, about 40 hours per week from May-August)
**Students will also want to consider the cost of summer courses as Summer Field requires approximately 10 hours of summer credit. It is strongly advised that students visit financial aid before committing to summer field.
- I would like to discuss an individualized plan

Will you be working during Field Placement?

- Yes
- No

If yes, how many hours will you work?

**If yes, please note that courses are designed for you to be on campus Tuesday and Thursday, and attend your field placement on M,W,F during the day. Although there are many social services offered 24 hours per day, most Social Workers work traditional 8-5 M-F shifts, so an evening or weekend field placement will most likely not be a possibility.*

Are there any circumstances in your personal history that cause you to be concerned about attaining a field placement or to be licensed following graduation? If yes, briefly explain.

- Yes
- No

Do you have a specific Community Agency that you would like the Director of Field to consider contacting for potential placement?

- Yes

Agency Name:

- No

Select Social Work Practice Areas in which you are currently interested (You may select more than one + more options on next page):

- Child & Adolescent
- Homelessness
- Substance Abuse
- Criminal Justice
- Intellectual Disabilities
- Gerontology

- Domestic Violence Medical Mental/Behavioral Health
- Education

2. Attach Updated Resume including the following:

- a. Work Experience
- b. Any professional credentials
- c. Volunteer Experience
- d. Relevant Trainings

3. Essay (2-3 Pages, upload as a word document)

Please address the following:

- Please describe your Social Work Practice Area of Interest and why you have interest in this population/practice area.
- What are your career objectives in the field of social work, and describe how you think a field placement will help prepare you to meet these objectives?
- Finally, how do you plan to uphold the values and standards of the NASW Code of Ethics in your field placement?

4. Complete Tennessee Bureau of Investigation Background Check and Fingerprinting Process

- a) Register online with Identogo prior to going out to their location. Go to www.identogo.com and fill out the form. You will be asked to make an appointment time. You may also register by calling 855-226-2937.
 - When you pre-register, you will be asked for some information, including an ORI number. **The ORI number for SOCIAL WORK is TNCC33083 our agency category is "Non-DCS child care Provider"**. This will show up as one of the choices on a drop down menu.
 - Payment to be made by: APPLICANT
 - Applicant Type: "DP Child Related Worker"
 - Employee Name and Address: University of Tennessee at Chattanooga 615 McCallie Ave. Chattanooga, TN 37403 ATTN: Jodi Whitted Social Work Dept 3133
 - The fee for fingerprinting is *approximately* \$42.00.
 - Be prepared to show a valid photo ID to the fingerprint staff on your printing date.
- b) IMPORTANT: After being fingerprinted, write down your **transaction number** and do not lose this number. This is your receipt and proof of fingerprinting should your results not reach the Social Work Department.
- c) After being fingerprinted, please fill out and sign the Background Check Waiver Agreement and Statement from TBI (Tennessee Bureau of Investigation) and submit completed form to the Director of Field Education. You will also need your transaction number to include on this form.

NOTE: Your results will be send directly to UTC. It takes about two weeks for UTC to receive your results from the TBI.