

**School of Social Work**  
**University of North Carolina-Wilmington**  
**BSW Program**

**Agency Application for BSW Intern**

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

Administrative Contact: \_\_\_\_\_ Degree \_\_\_\_\_

Designated Field Instructor: \_\_\_\_\_ Degree: \_\_\_\_\_

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

Agency Mission:

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Please attach any descriptive brochures and materials that will be informative for other students.

Target Population: \_\_\_\_\_

Agency Services:

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Please attach any descriptive brochures and materials that will be informative for other students.

Student Learning Opportunities: (check all that apply)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Case Management      | <input type="checkbox"/> Public Relations/Marketing | <input type="checkbox"/> Community Outreach      |
| <input type="checkbox"/> Supportive Listening | <input type="checkbox"/> Fundraising                | <input type="checkbox"/> Policy Analysis         |
| <input type="checkbox"/> Psycho-ed. Groups    | <input type="checkbox"/> Staff Meetings             | <input type="checkbox"/> Team/Committee Planning |
| <input type="checkbox"/> Grant Writing        | <input type="checkbox"/> Other: _____               |  |

Specific Hours Student **Must** be at Agency: \_\_\_\_\_

Agency Preferred Days and Hours: \_\_\_\_\_

Supervision Frequency     "Open Door"     Weekly Appointment     Combination     Other

Supervision Style         Structured     Participatory         Laissez-faire     Other

Amount of Student Liability Insurance: \_\_\_\_\_

Specific Requirements/Provisions for Student Interns (Please check all that apply to this agency!)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Resume                    | <input type="checkbox"/> Dress Code                    | <input type="checkbox"/> Computer Skills |
| <input type="checkbox"/> Criminal Background Check | <input type="checkbox"/> Parking Provision (no charge) | <input type="checkbox"/> Paid Internship |

Mileage Reimbursement                       Sign Confidentiality Form                       Required Orientation

Safe driving check                               Driver's license                               Transport Clients

Physical Exam                                       Drug Screen                               Specific Immunizations

Required Training before placement begins                       Sign Language

Bi-Lingual: \_\_\_\_\_ Other: \_\_\_\_\_

Payment for drug screen, background check, etc.:  agency     intern     other:

\_\_\_\_\_

Additional Considerations and Comments: \_\_\_\_\_

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Signature of Individual Completing Form

Date

Email completed form to:

Angie Vandenberg  
Interim Coordinator of Field Education  
[vandenberg@uncw.edu](mailto:vandenberg@uncw.edu)  
910-962-2585

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