

JOINT MASTER OF SOCIAL WORK PROGRAM

AGENCY REQUEST FOR MASTER OF SOCIAL WORK FIELD PLACEMENT

The information provided in this form will be used to assigned field students to placement agencies. A complete and specific description of your agency's programs and clientele served will enable the program to better match students and placement opportunities. We appreciate your taking the time to provide this essential information. The form should be signed by the agency director and the MSW Internship Coordinator/Contact Person. Please type if possible.

Name of Agency: _____

Name of Department/Unit/Program: _____

Address: _____

Phone: _____ Fax: _____

Name and Title of Executive: _____

MSW Internship Coordinator/Contact Person: _____

Phone: _____ Fax: _____

E-Mail Address: _____

Number of MSW interns your agency will accept:

Foundation Year full-time students (spring semester only) – 20__ - 20__ academic year: _____

Advanced Year full-time students – 20__ - 20__ academic year: _____

Foundation Year part-time students (summer only) – 20__ - 20__ academic year: _____

Advanced Year part-time students – 20__ - 20__ academic year: _____

Check the practice area(s) which apply to your agency:

Mental Health _____

Mental Retardation _____

Medical/Health _____

Children and Youth _____

Family Services _____

Services to the Aged _____

Community Organization _____

School Social Work _____

Substance Abuse/Addiction _____

Corrections _____

Public Welfare _____

Other (specify): _____

Briefly describe the function and purpose of your agency. Include geographical area:

Briefly describe potential student learning opportunities with individuals, families, and small groups:

Briefly describe potential learning activities with organizations and community systems:

Please provide the following information about the clientele served by this agency.

Age Group of Clients

- Infants (0-18 months)
- Preschool Children
- Elementary School Children
- Adolescents
- Young Adults (18-25)
- Adults
- Elderly (over 65)

Primary Intervention Unit

- Individuals
- Couples
- Families
- Groups
- Organizations
- Communities
- Other (specify): _____

Client Race/Gender

- White Females
- Females of Color
- White Males
- Males of Color

Client Income Status

- Low Income
- Urban Residents
- Rural Residents

What are the primary presenting problems of the clients the student would serve?

Special requirements for students considering this agency:

Transportation needed for field: All the time
 Occasionally
 Never

Agency compensates for agency-incurred travel: Per mile reimbursement
 Use of agency car
 Other (specify): _____

All field instructors are to meet the following criteria:

- 1. Earned a Master or higher degree in social work and have two years of post-MSW experience.**
- 2. Preferably five (5) years of post-MSW practice experience in social work.**
- 3. One (1) year employment experience in their current position in the agency.**
- 4. Experience in supervising staff/students.**
- 5. Attend mandatory field instructor training related to supervising MSW students.**

Below please provide information about each field instructor (including a resume/vita) who will be assigned to the MSW student.

1. Name _____
Position/Title _____ Phone _____
Education:
School where MSW earned _____ Year _____
Area of Concentration/Specialization _____
School where DSW/Ph.D. earned _____ Year _____
Area of Concentration/Specialization _____
Number of years of social work practice experience: _____
Number of years supervisory experience with: staff _____ students _____

2. Name _____
Position/Title _____ Phone _____
Education:
School where MSW earned _____ Year _____
Area of Concentration/Specialization _____
School where DSW/Ph.D. earned _____ Year _____
Area of Concentration/Specialization _____
Number of years of social work practice experience: _____
Number of years supervisory experience with: staff _____ students _____

Signature, Agency Director **Date**

Signature, MSW Coordinator/Contact Person **Date**