

CRITERIA FOR AGENCIES SELECTED FOR B.S.W. FIELD INSTRUCTION

Each school of social work establishes its own criteria for agencies to be used for practicum instruction, in accordance with the general basic standards set forth by the Council on Social Work Education. The following specific criteria have been developed and approved by the School of Social Work for all practicum settings.

1. The agency philosophy of service shall be compatible with the educational objectives of social work which embody the values and ethics of the social work profession.
2. The board of the agency, as well as the administrator and staff, should be committed to a practicum instruction program as a significant function and responsibility of the agency.
3. The agency will be in good standing in the community and in the profession. It should qualify for membership in those standard-setting bodies, national and local, appropriate to its field of service.
4. The agency is expected to have a clearly defined role in the community and should participate in local and/or regional planning related to its own field of service.
5. The agency staff should be capable of developing and maintaining the basic program of the agency without having to rely on students.
6. Field instructors must be fully integrated staff members and be granted release time to provide practicum instruction, attend workshops, and meet with practicum coordinators.
7. The agency must provide qualified field instructors for the students. Qualified instructors must have earned an MSW and/or a BSW from a CSWE accredited program, and have two years of professional experience. Field instructors must have a commitment to social work values as well as a competence in teaching, and have completed the evaluation and approval process for University appointment as a "Clinical Instructor."

OUR AGENCY MEETS THE ABOVE MENTIONED CRITERIA:

Agency Representative Signature

Print Name and Title

UNIVERSITY OF UTAH
SCHOOL OF SOCIAL WORK
Bachelor of Social Work Program
Application to be a B.S.W. Social Work Educational Agency

Date: _____

I. AGENCY INFORMATION

1. Agency Name: _____

2. Address: _____

City: _____ State: _____ Zip: _____

Website Address: _____

3. Director: _____

4. Contact Person: _____ Phone: _____

5. Mission of Agency: _____

6. Primary Services Provided: _____

7. Populations Served (Be specific, i.e., ethnic minorities, women, disenfranchised, disabled, etc.):

8. Is your agency: _____ Private/Non-Profit _____ Private/For Profit _____ Non-Profit

9. Agency Hours and Days of Operation: _____

10. Practicum Site (if different from above): _____

11. Hours and Days Social Work Staff are Present: _____

12. Please list primary staff persons who will be utilized as learning resources: (Identify persons previously approved or proposed as clinical instructors with an asterisk*)

Name	Position	Hrs/Week	Degree/License #	Instructor Status
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II. STUDENT INFORMATION (Please indicate the number of students and type of practicum your agency can accommodate)

1. Total number of students requested: *Concurrent _____ *Block _____
2. Is a vehicle required to complete practicum experiences? Yes ____ No ____

*Concurrent students are in agency placement 15 hours per week for 30 weeks. Block students complete 30 hours per week in 15 weeks.

III. AGENCY OPPORTUNITIES/RESOURCES

1. Check the agency resources available to social work students:

- | | |
|--|--|
| <input type="checkbox"/> Office space | <input type="checkbox"/> Telephone |
| <input type="checkbox"/> Desk | <input type="checkbox"/> Filing cabinet |
| <input type="checkbox"/> Mailbox | <input type="checkbox"/> Secretarial services |
| <input type="checkbox"/> Agency vehicle | <input type="checkbox"/> Travel reimbursement |
| <input type="checkbox"/> Office supplies | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> Computer | |

Comments: _____

2. Stipends:

- a. Number available: _____ b. Amount per stipend: _____

3. Check the areas in which you believe your agency can offer experiences:

- | <i>Populations</i> | <i>Practice Context</i> | <i>Additional Learning Experiences Available</i> |
|--|---|--|
| <input type="checkbox"/> Children | <input type="checkbox"/> Direct Practice
(Individual, Group, Family) | <input type="checkbox"/> Advocacy |
| <input type="checkbox"/> Adolescents | <input type="checkbox"/> Social Policy | <input type="checkbox"/> Assessment |
| <input type="checkbox"/> Adults | <input type="checkbox"/> Community Practice | <input type="checkbox"/> Program Development |
| <input type="checkbox"/> Seniors | <input type="checkbox"/> Advocacy | <input type="checkbox"/> Collaboration |
| <input type="checkbox"/> Minorities | <input type="checkbox"/> Administration | <input type="checkbox"/> Legislative Activities |
| <input type="checkbox"/> Families | <input type="checkbox"/> Research | <input type="checkbox"/> Case Management |
| <i>Social Problems</i> | <i>Fields of Practice</i> | <input type="checkbox"/> Crisis Intervention |
| <input type="checkbox"/> Social Welfare | <input type="checkbox"/> Health | <input type="checkbox"/> Prevention/Education Services |
| <input type="checkbox"/> Poverty | <input type="checkbox"/> School | <input type="checkbox"/> Fund Raising |
| <input type="checkbox"/> Discrimination/oppression | <input type="checkbox"/> Rural | <input type="checkbox"/> Consultation |
| <input type="checkbox"/> Violence | <input type="checkbox"/> Gerontology | <input type="checkbox"/> Grant Writing |
| <input type="checkbox"/> Abuse | <input type="checkbox"/> Disabilities | <input type="checkbox"/> Other (Specify) |
| <input type="checkbox"/> Homelessness | <input type="checkbox"/> Mental Health | _____ |
| <input type="checkbox"/> Substance Abuse | <input type="checkbox"/> Child Welfare | _____ |
| | <input type="checkbox"/> Criminal Justice | |
| | <input type="checkbox"/> Human Services | |
| | <input type="checkbox"/> Family Services | |

4. Briefly describe the agency philosophy and services used in social work practice with individuals, families, groups, communities and organizations at your agency, including issues and populations served.

a. Individuals: _____

b. Families: _____

c. Groups: _____

d. Communities: _____

e. Organizations: _____

IV. STUDENT SUPERVISION AND TRAINING

Check the types of supervisory and educational experiences available, and describe the amount of time, frequency, and nature of student involvement.

1. ___ Orientation: _____

2. ___ Group Supervision: _____

3. ___ In-Service Training: _____

4. ___ Individual Supervision (one hour per week for concurrent students or two hours per week for block students is required): _____

5. ___ Risk Management Training: _____