



College of Social Work
THE UNIVERSITY OF UTAH

395 SOUTH 1500 EAST, ROOM 101 • SALT LAKE CITY, UTAH 84112-0260 • (801) 581-6192 • FAX (801) 585-3219 • WWW.SOCWK.UTAH.EDU

Dear Agency Director:

We are pleased that you are interested in applying to become a practicum setting for students enrolled in the College of Social Work. The College of Social Work places students in field education at both the B.S.W. and M.S.W. levels.

Enclosed is a copy of the Field Education Agency Application. Please return the application if you are interested in being considered for affiliation with the University of Utah College of Social Work as a field education site. After your application has been reviewed, you will be notified regarding the appointment of your agency as an educational setting for practicum students.

We appreciate your interest in our program and we look forward to receiving your application. If you have any questions regarding the application process, please feel free to contact us at 585-7811.

Sincerely,

Helane Leta

Helane Leta
Director of M.S.W. Field Education &
International Social Work

Ruth Gerritsen McKane
Director of B.S.W. Field Education

attachments

University of Utah
College of Social Work

FIELD EDUCATION AGENCY APPLICATION

CRITERIA FOR AGENCIES SELECTED FOR 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 has been developed and approved by the College 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 administrator and staff supervising students shall be qualified by experience and training in a way which leads them to respect professional education and have an understanding of its goals. They shall also be willing to undertake, individually and collectively, the various responsibilities that a practicum instruction program entails.
3. 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.
4. 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.
5. 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.
6. The agency staff should be capable of developing and maintaining the basic program of the agency without having to rely on students.
7. Field instructors must be fully integrated staff members and be granted release time to provide practicum instruction, attend workshops, and meet with practicum coordinators.
8. The agency must provide qualified field instructors for the students. Qualified instructors for B.S.W. students must have earned a M.S.W. and /or B.S.W. degree from a C.S.W.E.-accredited school of social work, hold appropriate social work licensure and have at least two years of professional social work experience. Instructors must have a commitment to social work values and have completed the evaluation and approval process for University appointment as a field instructor. Qualified instructors for M.S.W. students must have completed two years of post-M.S.W. practice experience, hold appropriate licensure at the C.S.W. level, demonstrate a commitment to social work values and teaching competence, and have completed the evaluation and approval process for university appointment as a field instructor. It is necessary for field instructors to be licensed at the L.C.S.W. level when supervising second year M.S.W. students.

OUR AGENCY MEETS THE ABOVE MENTIONED CRITERIA:

Agency Representative (Please sign and then print name and title.)

DATE

I. AGENCY INFORMATION

1. Agency Name: _____

2. Address: _____

City: _____ State: _____ Zip: _____

Agency Phone Number: _____ Agency Fax Number: _____

Website Address: _____

3. Director: _____ Email: _____

4. Contact Person: _____ Phone: _____

5. Mission of Agency: _____

6. Primary Services Provided: _____

7. Populations Served (Be specific, ie: ethnic minorities, women, disenfranchised, disabled):

8. Agency Status: 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 field instructors with an asterisk*)

<u>Name</u>	<u>Position</u>	<u>Hrs/Week</u>	<u>Degree/License #</u>	<u>Instructor Status</u>
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II. STUDENT INFORMATION

1. Please indicate the number and level of students your agency would like to train:

B.S.W. students _____ 1st yr. M.S.W. students _____ 2nd yr. M.S.W. students _____

2. Total number of students requested. _____

3. Stipends:

	Number available	Amount per stipend
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B.S.W. students	_____	_____
1 st year M.S.W. students	_____	_____
2 nd year M.S.W. students	_____	_____

Comments: _____

4. Is a vehicle required to complete practicum experiences? Yes ___ No ___

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. Check the following learning experiences available to students:

- | | |
|---|--|
| <input type="checkbox"/> Individual Clients | <input type="checkbox"/> DMS IV Diagnosis |
| <input type="checkbox"/> Couples | <input type="checkbox"/> Crisis Intervention |
| <input type="checkbox"/> Families | <input type="checkbox"/> Staff Development |
| <input type="checkbox"/> Small Groups | <input type="checkbox"/> Supervision |
| <input type="checkbox"/> Team Relationships | <input type="checkbox"/> Research/Evaluation |
| <input type="checkbox"/> Teaching | <input type="checkbox"/> Community Practice |
| <input type="checkbox"/> Fund Raising | <input type="checkbox"/> Organizational Practice |
| <input type="checkbox"/> Program Development | <input type="checkbox"/> Consultation |
| <input type="checkbox"/> Policy Development | <input type="checkbox"/> Case Management |
| <input type="checkbox"/> Collaboration | <input type="checkbox"/> Grant Writing |
| <input type="checkbox"/> Legislative Activities | <input type="checkbox"/> Other: (Specify) _____ |

3. Briefly describe models of social work practice utilized at your agency:

a. Individuals: _____

Issues/Populations Served: _____

b. Families: _____

Issues/Populations Served: _____

c. Groups: _____

Issues/Populations Served: _____

d. Communities: _____

Issues/Population Served: _____

e. Organizations: _____

Issues/Populations Served: _____

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

Populations:	Practice Context:	Additional Areas of Study Can Support:
<input type="checkbox"/> Children	<input type="checkbox"/> Social Policy	<input type="checkbox"/> _____
<input type="checkbox"/> Adolescents	<input type="checkbox"/> Community Practice	<input type="checkbox"/> _____
<input type="checkbox"/> Adults	<input type="checkbox"/> Advocacy	<input type="checkbox"/> _____
<input type="checkbox"/> Seniors	<input type="checkbox"/> Administration	<input type="checkbox"/> _____
<input type="checkbox"/> Minorities	<input type="checkbox"/> Research	<input type="checkbox"/> _____
<input type="checkbox"/> Families	<input type="checkbox"/> Clinical Practice	<input type="checkbox"/> _____
Social Problems:	Fields of Practice:	<input type="checkbox"/> _____
<input type="checkbox"/> Substance Abuse	<input type="checkbox"/> Health	<input type="checkbox"/> _____
<input type="checkbox"/> Social Welfare	<input type="checkbox"/> School	<input type="checkbox"/> _____
<input type="checkbox"/> Poverty	<input type="checkbox"/> Rural	<input type="checkbox"/> _____
<input type="checkbox"/> Discrimination/oppression	<input type="checkbox"/> Gerontology	<input type="checkbox"/> _____
<input type="checkbox"/> Violence	<input type="checkbox"/> Disabilities	
<input type="checkbox"/> Abuse	<input type="checkbox"/> Mental Health	
<input type="checkbox"/> Homelessness	<input type="checkbox"/> Child Welfare	
	<input type="checkbox"/> Criminal Justice	
	<input type="checkbox"/> Human Services	
	<input type="checkbox"/> Family Services	
	<input type="checkbox"/> International	

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. Individual Supervision: _____

2. Group Supervision: _____

3. In-Service Training: _____

4. Orientation: _____
