

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 is open and able to provide a wide range of opportunities to develop students' competencies in micro, mezzo, and macro social work.
7. The agency staff should be capable of developing and maintaining the basic program of the agency without having to rely on students.
8. Field instructors must be fully integrated staff members and be granted release time to provide practicum instruction, attend workshops, and meet with practicum coordinators.
9. 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. Qualified instructors for SUDC students must be a licensed Mental Health Professional with a license in good standing and a minimum of two years' 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:

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Agency Representative (Signature)

(Print name and title)

DATE

DATE \_\_\_\_\_

**I. AGENCY INFORMATION**

1. Agency Name: \_\_\_\_\_
2. Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Agency Phone Number: \_\_\_\_\_  
Website Address: \_\_\_\_\_
3. Director: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_
4. Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_
5. Mission of Agency:
6. Primary Services Provided:
7. Populations Served (Be specific, e.g.: ethnic minorities, women, disenfranchised, disabled):
8. Primary referral sources:
9. Sources of funding:
10. Agency Status: Private/Non-profit \_\_\_ Private/For Profit \_\_\_ Non-Profit \_\_\_
11. # of Years of Agency operation: less than one year \_\_\_ 1-3 \_\_\_ 3-6 \_\_\_ more than 6 \_\_\_
12. Agency Hours and Days of Operation: \_\_\_\_\_
13. Practicum Site (if different from above): \_\_\_\_\_
14. Hours and Days Social Work Staff are Present: \_\_\_\_\_
15. Does your agency allow student interns to bring: Service animals \_\_\_ YES \_\_\_ NO  
Comfort animals \_\_\_ YES \_\_\_ NO

16. Does your agency conduct a background check on student interns?  YES  NO  
 Please specify any exclusionary criteria:

17. Does your agency provide telehealth services?  YES  NO

18. Does your agency place interns for disciplines other than social work? (Physical therapy, occupational therapy, psychology, etc.)  YES  NO  
 Please specify:

19. Students can complete their practicum during: (check all that apply)

Daytime Hours (8-5pm)	<input type="checkbox"/> All	<input type="checkbox"/> Mostly	<input type="checkbox"/> Some	<input type="checkbox"/> None
Evening Hours (after 5pm)	<input type="checkbox"/> All	<input type="checkbox"/> Mostly	<input type="checkbox"/> Some	<input type="checkbox"/> None
Weekend Hours	<input type="checkbox"/> All	<input type="checkbox"/> Mostly	<input type="checkbox"/> Some	<input type="checkbox"/> None

20. Number of Professional Staff at Agency:

21. 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>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**II. STUDENT INFORMATION**

1. Please indicate the **number** and level of students your agency would like to train:  
 1<sup>st</sup> yr. M.S.W. students  2<sup>nd</sup> yr. M.S.W. students  B.S.W. students   
 SUDC students

2. Total number of students requested

3. Stipends:	Number available	Amount per stipend
1 <sup>st</sup> year M.S.W. students	_____	_____
2 <sup>nd</sup> year M.S.W. students	_____	_____
B.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"/> DSM V 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. Students must develop experience and skills in micro, mezzo and macro social work. Briefly describe opportunities that students may be able to have or develop in each of the following areas of practice.

a. Practice with Individuals (e.g., individual therapy, assessment, crisis management with individuals, etc.):

b. Practice with Families (e.g., family therapy, family case management, etc.):

c. Practice with Groups (e.g., substance abuse psychoeducation, processing groups, etc.):

d. Practice with Communities (e.g., community assessment, community education, coalition building, etc.):

e. Practice with Organizations (e.g., staff training, research, curriculum development, etc.):

f. Please identify which areas of experience above might be abundant or limited in your agency:

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

Populations:

- Children
- Adolescents
- Adults
- Seniors
- Minorities
- Immigrants/Refugees
- Persons w/Disabilities

Practice Context:

- Administration
- Advocacy
- Case Management
- Clinical Practice
- Community Practice
- Research
- Social Policy

Additional Areas of Study  
 Your Agency Can Support:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Social Issues:

- Acculturation
- Child Welfare
- Discrimination/oppression
- Health Care
- Homelessness
- Human Rights
- Mental Illness
- Poverty
- Substance Use
- Violence

Fields of Practice:

- Aging
- Child Welfare
- Disabilities
- Family Services
- Forensics
- Global
- Health
- Mental Health
- Rural
- School
- Substance Use

#### **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:

5.  Staff Development:

6.  Risk Management Training:

7.  Other:

#### **V. NARRATIVE**

Please describe your agency's strengths and limitations in providing student learning experiences.