

## Appendix B - Field Placement Agency Information and Application

**FIELD PLACEMENT AGENCY INFORMATION AND APPLICATION**  
**School of Social Work**  
**Brigham Young University**  
**Provo, Utah**

Today's Date: \_\_\_\_\_

Agency or Company: \_\_\_\_\_

Unit (if applicable) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

FAX Number: \_\_\_\_\_

The agency is: Public \_\_\_\_\_ Private not for profit \_\_\_\_\_ or private for profit \_\_\_\_\_

Agency Field Education Coordinator: \_\_\_\_\_ Phone \_\_\_\_\_

Email: \_\_\_\_\_

Proposed In-Agency Field Instructor: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Proposed Number of MSW Student Intern(s) \_\_\_\_\_

Placements to begin \_\_\_\_\_ (month/year) and end \_\_\_\_\_ (mo/year) (if applicable)

### Agency Information:

1. In what ways does your agency promote social work values?
2. How long has the agency been providing the services in which the student will participate?  
\_\_\_\_\_ years
3. Please describe the clientele served, and the major services provided by the program:
4. The proposed in-agency field instructor has:

Degree(s) held: \_\_\_\_\_ in \_\_\_\_\_ from \_\_\_\_\_

Licensed as: \_\_\_\_\_ in \_\_\_\_\_ (state, country, etc.)

Worked in the agency for \_\_\_\_\_ years and \_\_\_\_\_ months

5. Is the in-agency field instructor available for at least one hour of uninterrupted individual supervision per week? Yes/No.
  
6. Will the agency be able to provide at least 450 hours during Spring and Summer terms (end of April to mid-August) and 600 combined hours for Fall and Winter semesters? Yes/No.
  
7. What will be the main Social Work activities of the student intern, at the generalist and clinical levels?

Generalist Social Work activities:

Clinical Social Work activities:

8. Please describe the nature, quantity, and structure of training the student will receive before and during the internship.  
Before internship:

During internship:

9. Please describe the student's workspace and access to computer, phone & desk:
  
10. The vast majority of BYU MSW internships are paid internships with an average reimbursement of \$12.00 per hour. Will the agency be able to provide a paid internship? \_\_\_\_\_ yes \_\_\_\_\_ no.  
If yes, \$ \_\_\_\_\_ / hr.
  
11. If the student is also employed at the agency simultaneous to the internship, will the employment assignments be different from the internship assignments? Yes/No. If yes, how?

How will supervision be different?

12. Is there a risk to the student's physical safety in the internship setting? If yes, please explain:

What steps have been taken to minimize inherent risks, if any?

13. Is there a possibility of emotional harm to the student in the internship setting? If yes, please explain what they are, and what steps will be taken to minimize them:
  
14. Will the student be required to drive as part of the internship? If yes, please explain:
  
15. Is there a possibility that the internship placement will develop into permanent employment after graduation? Yes \_\_\_\_\_ Maybe \_\_\_\_\_ No \_\_\_\_\_
  
16. Will there be a research component to the internship? Yes/No. If yes, please explain how the student will be involved:
  
17. Will the agency support the student's desire to live the Honor Code of Brigham Young University (found at [www.byu.edu/honorcode](http://www.byu.edu/honorcode))? Yes/No.
  
18. Has the Agency reviewed the Field Education Affiliation Agreement with the School and is willing sign it? (Copy provided is for information only; upon approval of the agency an agreement will be prepared for signatures). Yes/No.

THANK YOU! Please email this form to:

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