

APPENDIX B – FIELD PLACEMENT AGENCY INFORMATION

FIELD PLACEMENT AGENCY INFORMATION 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)? 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 FAX or send this information to:

Wendy W. Sheffield, LCSW
Director of Field Education
School of Social Work
2171 JFSB
Brigham Young University
Provo, UT 84602-6709
Phone: (801) 422-8749
FAX: (801) 422-0624