



School of Social Work
 Office of Field Education & Advisement
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Placement Site Database

Placement Site: _____

Educational Coordinator: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

E-mail: _____ Website: _____

Complete if different from site information:

Main Agency: _____

Educational Coordinator: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

E-mail: _____ Website: _____

Briefly describe agency mission and population served. Please also give an example of student assignments at your site. (Number and type of cases or groups assigned, examples of community organization or management projects)

**WHAT IS THE MAJOR SOCIAL WORK PRACTICE METHOD IN WHICH
 YOU CAN OFFER STUDENT ASSIGNMENTS?
 (Check all that apply with 'X')**

		X
MM01	CPIF	Clinical Practice with Individuals & Families
MM02	GW	Group Work
MM06	COPD	Community Organization, Planning & Development
MM04	OML	Organizational Management & Leadership

WHICH OF THE FOLLOWING CATEGORIES BEST DESCRIBES YOUR SITE?

(Check all that apply)

PS 01	Advocacy/community education program	
PS 02	Agency serving the elderly	
PS 03	Alternatives to incarceration	
PS 04	Ambulatory/primary health care clinic	
PS 05	Child welfare agency	
PS 06	Child guidance clinic	
PS 07	College-based program	
PS 08	Community-based organization	
PS 09	Continuing day treatment program	
PS 10	Corrections/Criminal justice	
PS 11	Court setting	
PS 12	Early childhood development center	
PS 13	Employee assistance program (EAP)	
PS 14	Family service agency	
PS 15	Hospice	

PS 16	Hospital - inpatient psychiatry	
PS 17	Hospital - inpatient medicine	
PS 18	Housing/Community development	
PS 19	International social work	
PS 20	Long term/nursing care facility	
PS 21	Out-patient psychiatry clinic	
PS 22	Public Welfare	
PS 23	Rehabilitation program	
PS 24	Residential treatment center	
PS 25	School/After-school program	
PS 26	Settlement house	
PS 27	Shelter/Transitional Housing	
PS 28	Housing Substance abuse treatment program (alcohol/chemical dependency or MICA)	
PS 29	Union-sponsored program (MAP)	
PS 30	Women's Center	

PROBLEM FOCUS OF PLACEMENT SITE

(Check all that apply)

PROF 01	Academic/behavioral issues -children	
PROF 02	Alcohol and chemical dependency/substance abuse/MICA	
PROF 03	At risk-early intervention (ages 0-5)	
PROF 04	Child abuse and neglect	
PROF 05	Chronic medical/psychiatric illness	
PROF 06	Death and dying	
PROF 07	Developmental disability	
PROF 08	Disability	
PROF 09	Domestic violence	
PROF 10	Education/special education	
PROF 11	Elder abuse	
PROF 12	Family relationships	
PROF 13	Foster care	
PROF 14	Frail/homebound elderly	
PROF 15	Gender identity/coming out	

PROF 16	HIV/AIDS	
PROF 17	Homelessness	
PROF 18	Immigration/Refugee issues	
PROF 19	Incarceration	
PROF 20	Medical illness	
PROF 21	Parole/probation	
PROF 22	Preventive services/permanency planning	
PROF 23	Psychiatric illness	
PROF 24	Social justice	
PROF 25	Unemployment/Employment	
PROF 26	Victims of crime or violence	
PROF 27	Welfare rights	
PROF 28	Well elderly	
PROF 29	Wellness/prevention	
PROF 30	Women's rights/issues	

PRACTICE FOCUS OF PLACEMENT SITE
(Check all that apply)

PRAF 01	Individual casework	
PRAF 02	Family counseling	
PRAF 03	Case management	
PRAF 04	Crisis intervention	
PRAF 05	Group (educational)	
PRAF 06	Group (supportive, therapeutic)	
PRAF 07	Group (activity)	
PRAF 08	Play therapy	
PRAF 09	Grant writing	
PRAF 10	Supervision	

PRAF 11	Legislative advocacy	
PRAF 12	Grassroots organizing	
PRAF 13	Policy analysis	
PRAF 14	Staff development/training	
PRAF 15	Community Education/Leadership Development	
PRAF 16	Program Planning /Evaluation	
PRAF 17	Community Building	
PRAF 18	Spirituality and Healing	
PRAF 19	Rehabilitation	
PRAF 20	Dance/Drama/Art Therapy	

POPULATION GROUPS SERVED AT YOUR SITE
(Check all that apply)

PG 01	Children	
PG 02	Adolescents	
PG 03	Adults	
PG 04	Older Adults	
PG 05	Intergenerational	
PG 06	Individuals	
PG 07	Families	
PG 08	Groups	
PG 09	Communities	
PG 10	Organizations	

ADDITIONAL LEARNING EXPERIENCES AVAILABLE TO STUDENTS AT YOUR SITE
(Check all that apply)

LE 01	In-service training	
LE 02	Student seminars	
LE 03	Staff Meetings	
LE 04	Case conference	
LE 05	Grand rounds	
LE 06	Inter-disciplinary teams/collaboration	
LE 07	Practice-based Research	

AGENCY AUSPICE
(Check all that apply)

AA 01	Public (City)	
AA 02	Public (State)	
AA 03	Public (Federal)	
AA 04	Not-for-Profit/Voluntary	
AA 05	For Profit/Proprietary	

CLIENTS SERVED AT YOUR SITE
(Check all that apply)

A 01	Voluntary Clients only	
A 02	Mandated Clients only	
A 03	Both Voluntary and Mandated Clients	

Please answer the following questions:

Q01	Number of First Year students you can accommodate?				
Q02	Number of Second Year students you can accommodate?				
Q03	Number of OYR (Work Study) students you can sponsor?				
Q04	Does your agency have a SIFI-certified Field Instructor(s)?	YES	___(#)	NO	
Q05	Does your agency have a SIFI-eligible MSW? *See FI Requirements below	YES	___(#)	NO	
Q06	If students are expected to make home visits, do you provide				
	(a) Escorts	YES		NO	
	(b) Transportation	YES		NO	
Q07	Does your agency provide reimbursement for transportation <i>to and from</i> agency assignments?	YES		NO	
Q08	Is your agency accessible by subway?	YES		NO	
	If yes, nearest subway lines:				
Q09	Is your agency accessible by bus?	YES		NO	
	If yes, nearest bus lines:				
Q10	Does your agency provide stipends for students?	YES		NO	
Q11	If yes, (a) Number of stipends				
	(b) Amount				
Q12	Does your agency provide an orientation for students?	YES		NO	
	If yes, when is it held?				
Q13	Can your agency provide adequate space and resources for an intern (i.e., desk, phone, computer access [for required documentation], private space to meet with clients, etc.)?	YES		NO	
Q14	Does your agency require a formal affiliation agreement with the School?	YES		NO	
Q15	If so, provide the name of a contact person:				
Q16	Does your agency have an established and communicated sexual harassment prevention policy and procedure?	YES		NO	

***Field Instructor (FI) Requirements:**

- MSW degree from an accredited school of social work
- 3 years of post-MSW agency practice experience
- NYS license (or another state's equivalent) and current registration either as a licensed master social worker (LMSW) or a licensed clinical social worker (LCSW) –unless exempt by virtue of employment until January 2010.

If your agency requires physical examination or other tests for students, please provide the following information (*please check*):

REQ 01	Does your agency require students to have a physical examination prior to placement?	YES		NO	
REQ 02	If yes, how recently must the student have had this physical exam?				
	(a) Within one year				
	(b) Within six months				
REQ 03	If yes, does your agency provide the resources for a physical exam for students?	YES		NO	
REQ 04	Does your agency expect students to provide evidence of having had the following medical tests?				
	(a) Tuberculosis				
	(b) Rubella				
	(c) Measles				
	(d) Varicella Titer				
	(e) DPT				
REQ 05	Does your agency provide the resources for these tests?	YES		NO	
REQ 06	Does your agency expect students to show proof of these tests prior to the start of the practicum?	YES		NO	
REQ 07	Who should students contact in the agency for further information about these examinations or tests?				
	Name:				
	Phone #:				
	Other requirements:				
REQ 08	Does your agency require a background check?	YES		NO	
REQ 09	Does your agency require a drug screen?	YES		NO	
REQ 10	Does your agency require fingerprinting of students?	YES		NO	
REQ 11	If yes, does your agency pay for these tests?	YES		NO	
	Specify which test(s) the agency pays for:				

Agency representative completing this form: _____

Date: _____