**University of Memphis**

**Department of Social Work**

**Potential Field Agency Form**

This document is used to obtain information from agencies interested in providing field placement opportunities to the University of Memphis Social Work students. This form will also inform potential field agencies about some of the CSWE requirements for field programs. Field education and field placement activities are an integral part of social work education. Field is important in that it gives students the opportunity to gain experience in the field prior to graduating from their Social Work programs. Student engagement in the field helps to increase their knowledge and link concepts taught in the classroom to the clinical/applied setting.

We are excited that you are interested in becoming a potential Field Placement site for the University of Memphis Department of Social Work! Please fill out the information below and we will be in contact shortly.

Name of Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone and Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person for Contracts and Clinical Affiliations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mission/Goal of Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours of Operation (Offer weekend/night shifts?): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which student population can work for your agency? Circle one:

Take BA students Take MSW students Both

How many students can be accommodated to work at the agency? \_\_\_\_\_\_\_\_\_

Population Served: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Circle one: MSW/ LMSW/ LCSW on staff (may circle more than one if applicable)

By Initialing below, you are agreeing that you will:

You have the appropriate staff on site to complete supervision (or have discussed options)

Provide daily tasks that are in accordance to the CSWE standards

Provide one hour per week of direct supervision to students at the agency

\_\_\_\_\_\_\_\_\_

Initials