



School of Social Work  
Field Education Program  
5500 University Parkway  
San Bernardino, CA 92407  
(909) 537-5265  
<http://socialwork.csusb.edu>

# Agency Application

**INSTRUCTIONS: The Agency Application is to be completed for all new agencies and when there have been significant changes at an agency. Please email as an attachment to [sw.practicum@csusb.edu](mailto:sw.practicum@csusb.edu).**

**Date:** \_\_\_\_\_

## Agency Information

Agency:	County:		
Program/Site:	Main Phone Number:		
Address:	City:	State:	Zip:
Website:			

## Coordinator of Contracts/MOU's

Name:	Title:
Phone:	Email:

## Agency Field Placement Coordinator / Contact

Name:	Title:
Phone:	Email:

## Internship Placements

The agency will be able to offer placements to students at the following levels of preparedness. Check all levels that apply and indicate # of students for each.

BASW	MSW Foundation Level	MSW Advanced Level
<b># of students with previous experience in human services</b>  0-2 years _____ 3+ years _____	<b># of students with previous experience in human services</b>  0-2 years _____ 3+ years _____	<b># of students with previous experience in human services</b>  0-2 years _____ 3+ years _____

Please identify the professional social workers (must have an MSW) employed by your agency (regardless of their work site location) who are available, qualified, and willing to provide field instruction to the social work students who will be placed in your agency. Please attach an additional sheet if necessary.

Practicum Instructor Name	Phone	Date Received MSW Degree	Onsite?
			Yes      No

Note: Field instructors listed on this application must complete the Field Instructor Information Form if they have not done so already.

If there are no professional social workers available, is your agency willing to a) find and sign an agreement with a professional social worker outside your agency to provide on-site field instruction to a student(s) and b) designate a staff person(s) (task supervisor) who will provide daily on-site task supervision and monitoring to the student(s)?      Yes      No

Preceptor Name	Phone

### Agency Profile

1. Sector (Check only one)      Non-Profit      For-Profit      Public/Government      Educational Institution
2. Is your agency able to offer a stipend for students?      Yes      No  
If yes, please check appropriate box:      1st Year      2nd Year      BASW      MSW
3. Does agency require home visits?      Yes      No
4. Does agency require students to have a vehicle for placement related duties?      Yes      No
5. Does the agency require fingerprints and/or background check?      Yes      No
6. Does the agency require health check and/or vaccinations?      Yes      No  
If yes, please specify:
7. Does the agency bill for third-party payments including Medi-Cal?      Yes      No
8. Does the agency prefer bilingual students to perform client services?      Yes      No  
If yes, specify language preferred:
9. Does the agency offer evening and/or weekend hours for intern placement?      Yes      No
10. Does the agency require an early start for training purposes?      Yes      No

***Note: Students begin placement in late August***

### Agency Clientele

Check ethnic majority of the agency's client population.

African American  
Asian/Pacific Islander  
Caucasian  
Latino  
Native American  
Other (Specify)

Check the primary populations served by the agency.

Children  
Adolescents  
Adult Men  
Adult Women  
Older Adults  
Families  
Couples  
Disabled  
Immigrant  
Lesbian, Gay, Bisexual, Transgender (LGBT)  
Other (Specify)

### Agency Practice Areas

Child Welfare (CPS, foster care, adoptions, etc.)  
Mental Health  
Health or Medical  
School-Based  
Disability or Rehabilitation  
Criminal Justice, Corrections or Probation  
Welfare, Employment Assistance or Social Services

Cultural or Immigrant Services  
Alcohol, Drug or Substance Abuse  
Aging or Gerontology  
Homelessness or Poverty  
Social Justice  
Victim Services  
Other (Specify)

### Agency Internship Learning Activities

Check all areas where the student will gain experience.

Groups  
Psychosocial Assessment  
Crisis Intervention  
Diagnostic Assessment  
Short Term Intervention  
Long Term Intervention

Information & Referral  
Community Networking Linkages  
Advocacy  
Case Management  
Inter/Multidisciplinary Meetings  
Discharge Planning

Please email form to [sw.practicum@csusb.edu](mailto:sw.practicum@csusb.edu) and feel free to reach out if you have any questions on the form or partnership process.