

APPLICATION FOR DEVELOPING A FIELD PLACEMENT NEW TO THE SCHOOL OF SOCIAL WORK		
APPLICANT INFORMATION		
Name:		
	Home Phone:	Cell Phone:
Current address:		
City:	State:	ZIP Code:
Email address:		
Field Liaison:		
AGENCY INFORMATION		
Agency:		
Agency address:		
City:	State:	ZIP Code:
Phone:	E-mail:	Fax:
Position:		
Potential internship experience:		
Name of supervisor:		
Supervisor has an MSW + two years experience?	Yes	No
Supervisor can provide one hour of direct supervision per week?	Yes	No
Agency can commit to providing at least 16 hours per week or, in the case of summer block placement, 40 hours per week of meaningful work in placement?	Yes	No
Will the new field instructor participate in the New Field Instructor Training if she/he has not previously supervised University of Minnesota MSW students or completed a field instructor training seminar offered by an accredited MSW program?	Yes	No

PLEASE READ AND SIGN			
<p>Once you have found a potential internship which meets requirements, notify a member of the field staff. The field faculty will contact the agency before you pursue this placement further in order to assess the appropriateness of the site based on CSWE and the University of Minnesota School of Social Work requirements.</p> <p>The placement must be approved by the field office before you can make plans to begin the placement. The approval process can take more than two months to complete.</p> <p>Once the field office provides written approval, you may schedule a formal interview at the agency and continue with the same procedures for other students as outlined in the field manual.</p> <p>I have read the above statement and have asked any questions that I may have.</p>			
Signature of applicant			Date:
<i>For office use only:</i>			
Date agency called:			Liaison:
Approved:	Yes	No	Date of approval: