

**AGENCY APPLICATION FOR
TEXAS A&M UNIVERSITY - COMMERCE
FIELD PLACEMENT SITE**

I. Agency Information

Name of Organization: _____

Main Office Address: _____
Street Address

City State Zip Code

Main Phone #: _____

Agency Contact for Social Work Department: _____

II. Agency Description

Please provide a brief (1 paragraph) description of your agencies program(s) and services, including the target population served.

Please list and describe specific programs and sites below:

Program Name:

Address:

Designated Field Instructor:

E-mail address:

Degree/ License:

Phone:

Brief description of program:

Please list any additional programs on next page. If this is the only program in which students may be placed, then please go to page 3.

Program Name:

Address:

Designated Field Instructor:

E-mail address:

Degree/ License:

Phone:

Brief description of program:

Program Name:

Address:

Designated Field Instructor:

E-mail address:

Degree/ License:

Phone:

Brief description of program:

Program Name:

Address:

Designated Field Instructor:

E-mail address:

Degree/ License:

Phone:

Brief description of program:

Program Name:

Address:

Designated Field Instructor:

E-mail address:

Degree/ License:

Phone:

Brief description of program:

III. Placement Activities:

Please check any of the following activities which are available for student interns in your agency:

Activities	BSW Field I	BSW Field II	MSW Field I	MSW Field II
1. Intakes				
2. Individual Client Work				
3. Group Work				
4. Family Work				
5. Community Meetings or Activities				
6. Staff Development and Training				
7. Other Kinds of Activities: (specify)				

BSW Field I: Summer I & II semester field students (16 hours per week = 160 hours);
Requires BSW or LSW supervision

BSW Field II: Fall semester field students (16 hours per week = 300 hours);
Requires BSW or LSW supervision

MSW Foundation: First year field students, no prior field experience (17.5 hours per week = 260 hours);
Requires MSW or LMSW supervision

MSW AGP: AGP field students (16 hours per week = 480 hours total);
Requires MSW or LMSW supervision
AGP Field Students are assigned to an agency for one year. They average 16 hours per week for a total of 640 hours.

E. Please elaborate on the specific learning opportunities a student might be expected to have:

IV. Agency Requirements

A. How many students can your agency effectively supervise?

_____ BSW _____ MSW

B. Are there travel requirements? _____ Yes _____ No

If yes, please describe:

Will your agency reimburse the student for mileage? Yes No

C. Can you accommodate students with special needs (physical handicaps or limitations):

V. Other Agency Information:

A. Please describe any agency limitations that a student should be aware of (staff turnover, limited space, etc.):

B. Describe the key features of your agency which would facilitate a successful placement (extended hours, student offices, etc.):

C. Does your agency offer a stipend as a part of the placement? Please describe the amount and the requirements:

D. Other helpful information:

Signed

Title

Date

January 12, 2005