

**University of Missouri-St. Louis
Washington University in St. Louis
Saint Louis University**



Memorandum for Practicum Organizations

Thank you for your interest in affiliation as a field instructor! The Schools of Social Work at the University of Missouri-St. Louis, Washington University in St. Louis and Saint Louis University have a universal affiliation process and some universal forms

The list below provides details about new organizational affiliation and renewing affiliation. Please review the list, sign at the bottom and obtain the signature of the agency's CEO/Executive Director. Please feel free to contact any of the participating schools of social work with any questions. Please complete all aspects of the Memorandum and Agency Application form.

Conditions of affiliation as a field education site include the following:

1. Agencies must be approved by the affiliating University. This approval process requires an Affiliation Agreement, and could require additional information, a site visit, or other elements prior to approval;
2. Agencies must submit a new Application Form every three years;
3. Agencies must provide eligible Field and/or Task Instructors for students to gain and retain their approved status as a Field Education site;
4. The three participating Universities have different eligibility requirements for Field and Task Instructors, which are specified on the Field Instructor Application form. We understand that we must adhere to the eligibility guidelines for the students from each school with which we choose to affiliate;
5. New Field Instructors must complete the Field Education Certification Program Session #1 ("Introduction to Field Instruction") one semester prior to taking their first practicum student;
6. New Field Instructors are required to seek certification as a field instructor to be eligible to supervise students. The certification process involves attending six (total) advanced education seminars over a two-year period. Field Instructors may have practicum students during this time, as long as they attend session #1 ("Introduction to Field Instruction") and the next session of the program offered within the semester they have a student. New Field Instructors must continue to work on completing the certification process to continue to host students during their first two years;
7. After achieving the Certified Field Instructor status, Field Instructors must attend at least 15 hours of continuing education in their practice area(s) every three years. Field Instructors who are licensed can use the CE's required for their licensure renewal toward this requirement. Field Instructors who are not licensed will be asked to inform us of their 15 hours of continuing education activities (conferences, workshops, trainings, etc.) over a three year period. Licensure is not a requirement for field instruction; however, an LCSW (clinical social work license) is preferable for field instructors providing clinical social work training;
8. Field Instructors who became affiliated before September, 2007 are invited and encouraged to earn certification by attending the sessions. They are not required at this point to become certified. In future years, certification will be required of all field instructors.
9. In addition to appropriate learning activities for the level and concentration of the practicum students accepted, sites are expected to provide safety training and an agency orientation.

I understand and agree to adhere to the following regarding our affiliation as a social work practicum site with Universities participating in the St. Louis Social Work Field Education Collaborative:

Signatures:

Organization Administrator/Executive Director/CEO

Date

**School of Social Work – University of Missouri-St. Louis
 Saint Louis University School of Social Work
 George Warren Brown School of Social Work at Washington University**



Field Education Site: Organization Application

New Application Renewal Application

Date of Submission: _____ / _____ / _____

The approval of affiliated sites is based on: (1) the organizations' demonstrated commitment to the field of social work practice and education; (2) the ability to provide excellent learning opportunities to undergraduate and graduate-level students who must meet curricular requirements; (3) the organization's demonstrated willingness to support the work of the affiliated field instructors; and (4) the routine engagement in assessment. **The information in this application will be shared with practicum students who are searching for learning opportunities. Incomplete forms will not be considered.**

Please send a copy of the completed Organizational Application and a completed Field Instructor Application to each of the social work programs with which you would like to be considered for affiliation.

Organization Name _____

Address _____ **City** _____ **State** _____ **Zip** _____

Country _____

Executive Officer _____ **Degree** _____

Is the Executive Officer fully apprised of this affiliation effort? **Yes** **No**

If no, please explain: _____

How long has your organization been in existence? _____ Years

Website Address: _____

ORGANIZATIONAL CONTACT DESIGNEE

Name _____ **Title** _____

Telephone _____ **FAX** _____ **Email** _____

We prefer students to contact the agency to schedule an interview by: **Telephone** _____ **Email** _____

Please provide the following information about graduate-degreed professionals in social work or a field related to social work: (If necessary, add additional names on a separate sheet)

Full Name	Degree	License

BRIEF DESCRIPTION OF AGENCY MISSION/SERVICES (If include brochures, please also complete the following sections):

Areas of social work practice: _____

Area(s) of organizational expertise or primary focus: _____

Client population served: _____

DIVERSITY OF CLIENTELE SERVED BY AGENCY (Check all that apply):

<u>Age</u>	<u>Sexual Orientation</u>	<u>Socio-Economic Status</u>
Infant/Toddler —	Gay —	Poverty Level or Below —
Pre-School —	Lesbian —	Average Income —
Elementary —	Heterosexual —	Above Average Income —
Adolescents —	Bi-Sexual —	
Young Adults —	Transgendered —	
Adults —		
Older Adults —		

<u>Ethnic Groups</u>	<u>Gender</u>	<u>Residence</u>
Caucasian —	Male —	Urban —
African American —	Female —	Suburban —
Asian —		Rural —
Hispanic —		
Native-American —		

FIELDS OF SERVICE (Check PRIMARY Services Only)

Addictions —	Eating Disorders —	Housing Development —
Adult Day Care —	Education —	Information/Referral —
Advocacy —	Economic Development —	International Services —
Case Management —	Emergency Assistance —	Legal Services —
Child Welfare —	Emergency Management —	Legislation —
Adoption —	Employee Assistance —	Mediation —
Family Preservation —	Employment —	Outpatient Mental Health —
Foster Care —	Family Court —	Physical Disabilities —
Protective Services —	Family Service —	Prevention (specify) —
Community Health —	Adoption —	_____
Community Planning —	Divorce/Custody —	Rehabilitation:
Community Relations —	Family Preservation —	Acute Physical —
Criminal Justice:	Foster Care —	Subacute —
Drug Court —	G.A.L. —	Vocational —
Forensic Social Work —	Gerontology —	Religion/Spirituality —
Juvenile Justice —	Gov't. Admin/Planning —	Residential Care:
Mental Health —	HIV/AIDS —	Children —
Probation/Parole —	Health & Wellness Program —	Elderly —
Offender Program —	Homelessness —	School
Restorative Justice —	Home Health —	Private —
Victim Services —	Hospice —	Public —
Developmental Disabilities —	Hospital:	Skilled Nursing Facility —
Disaster Preparedness —	Acute Medical —	Women's Services —
Domestic Violence —	Psychiatric —	Other _____

PRACTICE APPROACHES

Does your agency routinely engage in the assessment and evaluation of evidence-based practice approaches? — Yes — No

What methods are employed to determine the effectiveness of practice approaches in your agency? (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> literature review | <input type="checkbox"/> supervisory consultation |
| <input type="checkbox"/> practice experience | <input type="checkbox"/> empirically tested interventions |
| <input type="checkbox"/> published practice manual | <input type="checkbox"/> systematic reviews |
| <input type="checkbox"/> advice from colleagues | <input type="checkbox"/> policy / procedure manual |
| <input type="checkbox"/> professional training | <input type="checkbox"/> practice guidelines |

PRACTICUM LEARNING OPPORTUNITIES AVAILABLE (Check all that apply):

Clinical

- | | | | | | |
|----------------------|-----|----------------------|-----|-----------------------|-----|
| Aftercare | ___ | Education | ___ | Therapy: | |
| Assessment | ___ | Information Referral | ___ | Individual | ___ |
| Case Management | ___ | In-home Services | ___ | Families | ___ |
| Client Empowerment | ___ | Mentoring | ___ | Groups | ___ |
| Prevention/Education | ___ | Multidisciplinary | ___ | Other (specify) _____ | |
| Counseling | ___ | Teamwork | ___ | _____ | |
| Crisis Intervention | ___ | | | _____ | |
| Discharge Planning | ___ | | | | |

Community

- | | | | | | |
|-----------------------|-----|------------------------|-----|-------------------------|-----|
| Advocacy | ___ | Government Relations | ___ | Research | ___ |
| Community Development | ___ | Legal Services | ___ | Social Action | ___ |
| Community Education | ___ | Legislative Activities | ___ | Teaching (classroom) | ___ |
| Community Organizing | ___ | Networking | ___ | Understanding | |
| Conference Planning | ___ | Outreach | ___ | Community systems | ___ |
| Community Group | ___ | Policy Analysis | ___ | Working with Volunteers | ___ |
| Work | ___ | Policy Information | ___ | Other (specify): _____ | |
| | | Prevention | ___ | _____ | |
| | | Public Speaking | ___ | _____ | |

Management

- | | | | | | |
|-----------------------|-----|----------------------|-----|-----------------------|-----|
| Administration | ___ | Human Resource Dev. | ___ | Work with groups: | |
| Budgeting/Fiscal Mgt. | ___ | Peer Review | ___ | Board | ___ |
| Consultation/ | | Personnel Management | ___ | Committees | ___ |
| Collaboration | ___ | Planning | ___ | Community | ___ |
| Data Collection | ___ | Program Coordination | ___ | Other (specify) _____ | |
| Executive Governance | ___ | Program Development | ___ | _____ | |
| Fund Raising: | ___ | Program Evaluation | ___ | _____ | |
| Grant writing | ___ | Public Relations | ___ | | |
| Events | ___ | Quality Assurance | ___ | | |
| Donor Development | ___ | Research | ___ | | |

LEARNING RESOURCES AVAILABLE ON SITE:

- | | | | |
|-------------------------|-----|-----------------------|-----|
| Agency Practice Manuals | ___ | Published Practice | |
| Internet | ___ | Guidelines | ___ |
| Professional Research | ___ | Professional Journals | ___ |
| Library | ___ | Systematic reviews | ___ |

Describe your procedure for selecting practicum students (resume, interviews, etc):

- Cover letter / Resume Face-to-face interview Other: _____

How much advance notice do you need to consider/accept a student for a practicum?

- Flexible One month prior to start date One semester prior to start date

Requirements of Students:

What do you require of students in your organization?

- One semester (only) ___ Two semesters ___
- Distribution of hours/week (specify) _____
- Specific coursework (specify) _____
- Specific times for attendance (specify) _____
- Specific training (specify) _____
- Special expenses (e.g.: parking; physical exams, etc.) _____
- Prior experience (specify) _____
- Home visits (specify) _____

- Criminal records background check? Yes ___ No ___
- Abuse/Neglect background check? Yes ___ No ___
- Immunizations/health verification? Yes ___ No ___

If yes, please specify: _____

Does the agency cover the costs of those tests/verifications listed above? Yes ___ No ___

Please describe any other conditions of the practicum experience of which the student may need to be aware: _____

Additional Considerations

Can a student using public transportation meet requirements for your site Yes ___ No ___

Are practicum opportunities available for evenings/weekends? Yes ___ No ___

If yes, is supervision available? Yes ___ No ___

Can practicum be completed entirely during evening/weekend hours? Yes ___ No ___

Is financial support available? Yes ___ No ___

If yes, please check all that apply:

Stipend ___ Amount \$ _____ Travel ___ Parking ___

Is your organization equipped to provide practicum opportunities for:

International student for whom English may be a second language Yes ___ No ___

Visually/hearing impaired students Yes ___ No ___

Students utilizing adaptive equipment Yes ___ No ___

(please describe): _____

ELIGIBLE FIELD INSTRUCTORS:

Information regarding individual field instructors must be completed on the Field Education Instructor Application form. In addition to the following criteria, a new field instructor must participate and complete the Field Instructor Certification Program within a two-year period of time (for those new to Field Instruction as of August, 2007). Field Instructors must be willing to participate as necessary with student, practicum liaisons and school faculty in site visits and other activities related to practicum students.

Washington University (Brown School) and Saint Louis University: MSW and two years post-MSW social work experience, one year of employment in his/her current position. Non-MSW, master-degreed professionals may supervise second year students at Washington University.

University of Missouri at St. Louis: MSW students: MSW and two years post-MSW social work experience to supervise MSW students. BSW students: MSW and two years post-MSW experience or a BSW with three years post-BSW experience.

TYPE OF SOCIAL WORK STUDENT ELIGIBLE FOR PRACTICUM AT AGENCY

Please indicate below the concentration or specialization. Learning activities for each concentration or area of specialization must fulfill specific curricular requirements. Therefore, each school will independently determine agency affiliation and assignment of concentration or specialization areas.

Brown School

- ___ MSW Foundation Student
- ___ MSW Concentration Student (Concentration)
 - ___ Children, Youth and Families
 - ___ Gerontology
 - ___ Health
 - ___ Mental Health
 - ___ Social Economic Development
 - ___ Management
 - ___ Research

SLU

- ___ BSSW
- ___ MSW Foundation Student
- ___ MSW Concentration Student
 - ___ Community
 - ___ Family
 - ___ Health and Mental Health
- ___ MSW Dual Degree
 - ___ MSW/MPH
 - ___ MSW/MPA
 - ___ MSW/MAPS
 - ___ MSW/JD

UMSL

- ___ BSW
- ___ MSW Foundation Student
- ___ MSW Concentration Student
 - ___ Family Practice
 - ___ Social Work Leadership and Management
 - ___ Gerontology

Brown School Dual Degrees: ___ Architecture/MSW ___ MBA/MSW ___ Divinity/MSW
___ Pastoral Studies/MSW ___ Jewish Studies/MSW ___ Law/MSW ___ MPH/MSW

NOTE: Please send a copy of the completed Organizational Application and a completed Field Instructor Application to each of the social work programs with which you would like to be considered for affiliation.

Office of Field Education
Saint Louis University
School of Social Work
3550 Lindell Boulevard
St. Louis, MO 63103
314/977-2720
314/977-2731 (fax)

Office of Field Education
University of MO-St. Louis
School of Social Work
One University Boulevard
St. Louis, MO 63121-4400
314/516-7665
314/516-5816 (fax)

Office of Field Education
George Warren Brown
School of Social Work
Washington University
Campus Box 1196
St. Louis, MO 63130-4899
314/935-6602
314/935-8323 (fax) (Revised December, 2008)