

PRACTICUM AGENCY INFORMATION FORM

It is important for the integrity of the social work practicum to have current information about the practicum sites and the Practicum Supervisors. Agency details and staff change regularly, so the manual includes forms for the Practicum Supervisors to complete prior to the students' beginning the practicums. These include the Agency Information Form and the Practicum Supervisor Information Form.

It is the responsibility of the Coordinator of Practicum Education to ensure that the information on practicum sites and Practicum Supervisors is kept up to date. Prior to the orientation meeting of the Practicum Supervisors and students in September of each year, the Coordinator of Practicum Education will verify that the most recent forms in the Program files are current. If any are not, they will request at the orientation meeting that the Practicum Supervisor complete any necessary forms and send them to the Program before the onset of the full-time practicum hours in October.

Formal, continuous evaluation of the practicum experience is important, from the perspectives of the students, the agencies, and the program faculty. To this end, the Practicum Supervisor is asked to complete the Practicum Supervisor Feedback form after the practicum, and send that in to the Coordinator of Practicum Education, to arrive on or after January 1st of the following year.

This will ensure that the Coordinator of Practicum Education is not unduly influenced in the grading of student performance in practicum by any comments made by the Practicum Supervisors on their experience in supervising students.

Any comments, questions or suggestions about the forms in this section should be addressed to the Coordinator of Practicum Education.

Agency Name: _____ **Date:** _____

Name of Agency Executive: _____ **Telephone:** _____

Address: _____

Web URL: _____

Unit Responsible for Student Experience: _____

1. Mission/Goals

2. Funding/auspices (e.g., private non-profit, United Way, state, county, grants)

3. Service(s) offered

4. Licensing body or bodies or other membership in standard-setting organization(s) (e.g., JCAHO, Family Service Association of America, etc.)

5. Professional Staff: Number and Qualifications – total staff serving clients Social Workers (#BSW and #MSW)
Other disciplines

6. Staff Education Program (include description of in-service training program, educational budget, library materials, educational leave opportunities, etc.)

7. Physical Facilities for students (include office/desk space, telephone, word processor, internet and e-mail, transportation)

8. Other information on the agency relevant to practicum (e.g., require/provide background checks, Mantoux test, Chemical Dependency or similar special training required/available – may workers make long distance calls from agency phones).

Form completed by: _____

Title:

Date: _____