



Dear Agency Representative:

Thank you for your interest in having your agency become a field placement site.

The primary goal of the field component of the UNLV School of Social Work is to provide students with a variety of enriching practicum options that will foster professional growth and development. Because today's practicum students are tomorrow's human service professionals, our emphasis is on matching qualified students with the types of agencies that are committed to providing high quality experiential opportunities, supervision, encouragement and guidance.

In order to proceed to the next step in this process, we will need the following documents submitted to the Field Director as soon as possible:

1. Interest Statement
2. Agency / Program and Field Practicum Description - providing ***in detail*** the activities your agency can provide that are appropriate for BSW and/or MSW students. Please note on this document to what extent your agency can provide direct practice or administrative, planning, and policy experiences. IMPORTANT NOTE: this document will be used as a) a reference in the student/agency matching process and, b) the basis for the student's learning agreement.
3. Resume or Vita - a ***current*** resume from ***each*** staff member interested in providing field instruction.

Your partnership with the School of Social Work field training program is truly valued and appreciated. We thank you for your interest in teaching and mentoring students.

Sincerely,

Margherita Jellinek, MS, LSW, ACSW
Director of Field Education

Kevin C. Miyasato, LCSW
Associate Director of Field Education

UNIVERSITY OF NEVADA, LAS VEGAS
School of Social Work
AGENCY / PROGRAM AND FIELD PRACTICUM DESCRIPTION

Agency/Program Name: _____

Address: _____

Zip Code: _____

Contact Person: _____ Phone: _____

Fax: _____ Email: _____

Agency/Program Description - Population Served - Services Provided:

Site appropriate for and will accept: (please check all that apply)

- ☐ BSW
- ☐ MSW (Foundation year – 1st year)
- ☐ MSW (Direct Practice – 2nd year)
- ☐ MSW (Management & Community Practice – 2nd year)

BSW Field Practicum Activities: (please check all that apply)

<input type="checkbox"/> Administrative duties	<input type="checkbox"/> In-service training
<input type="checkbox"/> Basic interviewing	<input type="checkbox"/> Intakes/Observation
<input type="checkbox"/> Case management	<input type="checkbox"/> Investigations (type _____)
<input type="checkbox"/> Case staffing	<input type="checkbox"/> Linkage/collaboration with other agencies
<input type="checkbox"/> Client referrals/resources	<input type="checkbox"/> Outside training
<input type="checkbox"/> Court proceedings/Observation	<input type="checkbox"/> Prepare treatment plans
<input type="checkbox"/> Discharge planning	<input type="checkbox"/> Psychosocial assessments/Observation
<input type="checkbox"/> Groups (type _____)	<input type="checkbox"/> Report writing
<input type="checkbox"/> Home visits	<input type="checkbox"/> Staff meetings
<input type="checkbox"/> Individual/Family counseling/shadowing	<input type="checkbox"/> Other _____

MSW Field Practicum Activities: (General)

<input type="checkbox"/> Case management <input type="checkbox"/> Case staffing <input type="checkbox"/> Client referrals/resources <input type="checkbox"/> Court proceedings/Observation <input type="checkbox"/> Crisis Intervention <input type="checkbox"/> Diagnosis with DSM/IV <input type="checkbox"/> Discharge planning <input type="checkbox"/> Evaluation of intervention outcomes <input type="checkbox"/> Groups (type _____) <input type="checkbox"/> Home visits <input type="checkbox"/> Ind./Family psychotherapy	<input type="checkbox"/> In-service training <input type="checkbox"/> Intakes/Screening <input type="checkbox"/> Investigations (type _____) <input type="checkbox"/> Linkage/collaboration with other agencies <input type="checkbox"/> Outside training <input type="checkbox"/> Prepare treatment plans <input type="checkbox"/> Psychosocial assessments <input type="checkbox"/> Report writing <input type="checkbox"/> Staff meetings <input type="checkbox"/> Testing <input type="checkbox"/> Other _____
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MSW Field Practicum Activities: (Administrative)

<input type="checkbox"/> Board meetings <input type="checkbox"/> Community advocacy <input type="checkbox"/> Community resource development <input type="checkbox"/> Conduct focus groups <input type="checkbox"/> Grant writing <input type="checkbox"/> Needs assessment <input type="checkbox"/> Policy development	<input type="checkbox"/> Program development <input type="checkbox"/> Program evaluation <input type="checkbox"/> Staff meetings <input type="checkbox"/> Special project implementation <input type="checkbox"/> Research presentations <input type="checkbox"/> Research statistical/ethnographic activities <input type="checkbox"/> Other _____
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Comments: Describe any unique experiences/opportunities your agency can offer to students:

Does your agency offer a student stipend? ☐ Yes ☐ No

If yes, state student qualifications for stipend consideration.

Please attach a copy of current resume or vita for each staff member interested in providing field instruction and supervision to practicum students. Return to: UNLV School of Social Work, Field Director, margherita.jellinek@unlv.edu (email preferred). Or by mail, 4505 Maryland Parkway, Box 455032, Las Vegas, NV 89154-5032.

Rationale

This policy has been developed to provide a standardized process for identifying and evaluating potential field placements. The field placement component of the UNLV School of Social work seeks placement sites that can provide students with training in line with the mission and goals of the school and congruent with professional social work standards.

Procedure

An agency can initiate the process of being considered as a placement site by contacting the Field Director or the Field Associate. Previously approved placement sites that have been inactive, have added new program components or require reevaluation as determined by the Field Director are also subject to these procedures. Upon receipt of an inquiry, the Field Director or Field Associate will log the inquiry and send a field placement packet to the agency. The field placement packet will consist of the following items:

- Cover letter / Interest Statement
- Agency / Program and Field Practicum Description

Note: This form will be used as: 1) a reference in the student/agency matching process and, 2) the basis for the student learning agreements. As a result, it is important that the Agency / Program and Field Practicum Description be filled out thoroughly.

After the Interest Statement and Agency / Program and Field Practicum Description have been received and reviewed by the Field Director, and the Field Director evaluates the placement to be a viable training site, s/he will then schedule a visit to the agency. Note that during the site visit, the Field Director will not only ascertain the appropriateness of the agency as a site conducive to social work training, but will also determine the level of commitment of potential supervisory staff relative to the demands of field training.

Upon review of the program, the Field Director will notify the agency of approval of the program as a placement site or a denial with recommendations for reconsideration. The agency evaluation will be based on selection criteria as outlined in the Field Practicum Manual.

If an agency is accepted as a field placement, the agency will be sent the Education Affiliation Agreement for signature and the designated field instructor(s) will receive copies of the Field Practicum Manual as well as notifications of mandatory trainings and other information as appropriate to support fulfillment of field instruction duties.

Agency Name

Agency Address (including zip code)

Agency Phone Number

Interest Statement

Please read this document completely and sign below:

- The criteria for the selection of field agencies is as follows:
 1. An established social welfare program with a clear-cut sanction from the community
 2. Commitment to the goals of professional social work education.
 3. Willingness to support the School's educational objectives.
 4. Commitment to and the ability to provide the resources (space, time, and other support) needed by agency staff and students involved in the activities of instructional field practice.
 5. Availability of qualified staff to supervise BSW / MSW candidates.
- The criteria for the selection of agency field instructors is as follows:
 1. Master of Social Work degree.
 2. Two (2) years post-masters experience in the field.
 3. Six (6) months experience with the current agency.
 4. Licensed to practice professionally in the State of Nevada or state in which practicum is set.
 5. Reputation for professional competence.
 6. Attitude of respect for students' competencies and needs.
 7. Ability and desire to teach social work theories and their practical application to professional practice.
 8. Demonstrated identification with the social work profession.
 9. Thorough knowledge of the purposes, policies, and procedures of the agency.
 10. Willingness to advance professional development as demonstrated by participation in continuing education and field instruction seminars as available.

(over)

- UNLV provides an orientation for which attendance is mandatory for all field instructors. The purpose of the orientation is to:
 1. Promote general consistency in the training of students across agencies.
 2. Foster a network of communication between field instructors and with the School.
 3. Disseminate the most current information reflecting generally accepted principles of field supervision.
- General problem-solving procedure: recommended steps and available resources:
 For relatively minor conflicts or problems, the School supports appropriate resolution worked out between the student and the field instructor with the incident or problem used as an opportunity for professional growth.
 1. More complex or involved issues may be brought to the attention of the assigned Field Liaison by the student or by the field instructor. The Field Liaison will take steps or make recommendations to resolve the matter with an emphasis on fostering the student's educational development. The Field Liaison may notify the Field Director of the status of the situation.
 2. When resolution of a problem is not successful at the Field Liaison level, the Field Director *must* be notified. Upon consulting with the parties involved, the Field Director will make recommendations regarding the placement experience. Changing placements is a very last resort that will not be considered until all other options have been exhausted.
 3. Documentation of problems or conflicts should be noted in standard supervisory records.

Print name

Date

____ Enter your initials to verify that you have read the above information and would like to be considered as a candidate for field instructor. Please attach your current resume.