Agency Application Form

This form is used to help students make a decision around where they would like to interview for potential practicum placement. It also assists the field director in advising students.

Agency Information

| Agency Name: |  |
| Mailing Address: | City: |
| Zip: | Phone: |

**Practicum Primary Contact:** The practicum contact may be the on-site field instructor or an agency administrator who serves as the direct contact for Pacific University’s MSW program and its students. Field instructors must submit a separate Field Instructor Application along with a resume.

| Contact Name: | Email: |
| Phone: | Title: |

**Type of placement available at this site (you may check all).**

- □ First year field placement: 14 hours per week, totaling 420 hours during the academic year.
- □ Second year field placement, Health and Wellness Track: 16 hours per week, totaling 480 hours during the academic year. **Your agency must have a Health and Wellness focus in order to qualify for this track.**
- □ Second year field placement, Latino Track: 16 hours per week, totaling 480 hours during the academic year. **Your agency must focus on working with Latino populations in order to qualify for this track.**

*Agencies who do not have an on-site field instructor that meets the required qualifications of holding an MSW and having at least 2 years of experience, can work with the director of field placement to obtain an off-site field instructor. In addition agencies falling into this category must designate a task instructor to oversee the day-to-day tasks of the practicum student. For more information about what is required of a field instructor or task instructor, please review our Field Practicum Manual.*

Field Instructor/Task Instructor Contact: List those who will serve as a field instructor or task instructor at your agency. Field instructors must submit a separate Field Instructor Application along with a resume. In addition, Field Instructors must have an MSW degree and have served in the field of social work for at least 2 years post MSW.

<table>
<thead>
<tr>
<th>Name</th>
<th>Degrees</th>
<th>Phone</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
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<td>3.</td>
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Populations served at this agency (check all that apply)

<table>
<thead>
<tr>
<th>Ethnic Group</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ African-American</td>
<td>☐ Infant/Toddler</td>
</tr>
<tr>
<td>☐ Asian</td>
<td>☐ Pre-School</td>
</tr>
<tr>
<td>☐ Caucasian</td>
<td>☐ Elementary</td>
</tr>
<tr>
<td>☐ Latino</td>
<td>☐ Adolescents</td>
</tr>
<tr>
<td>☐ Native American</td>
<td>☐ Young Adults</td>
</tr>
<tr>
<td></td>
<td>☐ Adults</td>
</tr>
<tr>
<td></td>
<td>☐ Older Adults</td>
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</tbody>
</table>

Type of Agency (check all that apply)

☐ Health Care Setting
☐ Social Services/Public Welfare
☐ Homeless Shelter
☐ Corrections/Criminal Justice
☐ Developmental Disabilities
☐ Community Organization
☐ Research Center
☐ Substance Abuse
☐ International Organization
☐ Emergency Shelter
☐ Addictions
☐ Military Social Work
☐ Mental Health
☐ Older Adults
☐ Domestic Violence
☐ Residential Program
☐ Child Welfare
☐ Educational Setting/School
☐ Policy/Advocacy
☐ Adoption
☐ Counseling Center
☐ At Risk Youth
☐ LGBTQ
☐ Other (Please specify)_____________

Special requirements for Students (check all that apply)

☐ TB Test
☐ Criminal Background Check
☐ Valid Driver’s License
☐ Gender (please specify)_____________

☐ Minimum Age (please specify)_____________

☐ Language Requirement (please specify)_____________

☐ Other (please specify)_____________

If applicable, how long does it take to complete background checks and other requirements before a student can begin their experience?
Please provide a brief description of the organization, including the foci of the work in which the organization is engaged.

Is there any other relevant information that you would like for us to know?

Please email or fax this form to Rachel Jensen, the Director of Field Placement at:

jensenr@pacificu.edu
541-485-7015 (fax)