

UNIVERSITY OF ILLINOIS AT CHICAGO  
JANE ADDAMS COLLEGE OF SOCIAL WORK  
FIELD INSTRUCTION DIVISION

**AGENCY DATA FORM**

Agency Name:

Street address:

City/State/Zip Code:

Phone number:

Agency Contact Person:

Email Address:

Brief Description of Agency and Field Placement Experience (75 words or less; include information about service to vulnerable populations):

Special requirements for field placement: Please check all that apply.

- |   |  |
|---|--|
| <input type="checkbox"/> Second language required:<br>Specify _____           | <input type="checkbox"/> Immunization needed                                   |
| <input type="checkbox"/> Car required   | <input type="checkbox"/> Drug test required                                    |
| <input type="checkbox"/> DCFS Child Welfare Certification                     | <input type="checkbox"/> Criminal background check:<br>student's expense _____ |
| <input type="checkbox"/> 40 hour domestic violence/sexual<br>assault training | agency's expense _____   |
|   | <input type="checkbox"/> Proof of liability insurance                          |

Service areas: Please check all that apply.

- |   |  |
|---|--|
| <input type="checkbox"/> Child Welfare              | <input type="checkbox"/> Education and Educational<br>Support  |
| <input type="checkbox"/> Aging                      | <input type="checkbox"/> Early childhood services              |
| <input type="checkbox"/> Health                     | <input type="checkbox"/> Advocacy                              |
| <input type="checkbox"/> Mental Health              | <input type="checkbox"/> Counseling                            |
| <input type="checkbox"/> Substance Abuse            | <input type="checkbox"/> Immigrant services                    |
| <input type="checkbox"/> Corrections                | <input type="checkbox"/> Financial assistance                  |
| <input type="checkbox"/> Developmental Disabilities | <input type="checkbox"/> Vocational/employment services        |
| <input type="checkbox"/> Gender Issues              | <input type="checkbox"/> Other human service:<br>Specify _____ |
| <input type="checkbox"/> Domestic violence          |  |
| <input type="checkbox"/> Housing/homelessness       |  |

**Predominant age group served in field placement**

- Children
- Adolescents
- Adults
- Older Adults

**Agency work time arrangement: Check all that apply.**

- traditional "8-hour day" scheduling, Mon-Fri., rarely needed other than these times
- primary assignment is regular hours, occasional work on evenings and weekends
- in addition to regular hours, occasional work on evenings and weekends
- in addition to regular hours, planned work on some evenings
- in addition to regular hours, planned work on some weekends

**Can accommodate a student who needs weekend or evening hours: Y/N**

**Financial support available for students: Y/N**

- Stipend: Amount \_\_\_\_\_
- Reimbursement for mileage related to client service

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**FOUNDATION YEAR FIELD EXPERIENCE (2 DAYS/WEEK)**

The following information refers specifically to foundation year field placement experiences:

**Foundation year field placement model:**

- Full-time, regular academic year
- January start
- Summer block (40 HOURS/WEEK; 12 WEEKS)

**Number of foundation year students agency can accommodate: \_\_\_\_\_**

Note: MSW foundation field experience focuses on generalist social work knowledge, values and ethics, and practice skills with systems of all sizes (individuals, families, groups and larger systems).

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**CONCENTRATION YEAR FIELD EXPERIENCE (3 DAYS/WEEK)**

The following information refers specifically to concentration year field placement experiences:

Concentration area(s): \_\_\_ Child/Family, \_\_\_ Mental Health, \_\_\_ School Social Work-Community Health and Development

**Number of concentration year students agency can accommodate: \_\_\_\_\_**

Note: MSW concentration field experience builds upon the generalist base of practice, with advanced field experiences that focus and deepen the students' knowledge and skills in a particular area of concentration (Child and Family Services, Community and Administrative Practice, Health, Mental Health, or School Social Work).