

DEPARTMENT CHAIR
Charles Seitz, Ph.D., MSW, LCSW

FIELD COORDINATOR
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SOCIAL WORK DEPARTMENT
One College Avenue Suite 3057
Mechanicsburg, PA 17055
717-796-1800

CONTACT INFORMATION:

cseitz@messiah.edu, ext.3240

mgeorge@messiah.edu, ext. 3902

clane@messiah.edu, ext. 2070

Social Work Agency Profile Form

Name of Agency-

Address _____

Name of Program Director _____

Phone number _____

Who is the contact person at your agency who coordinates overall placement logistics?

Name _____

Phone number _____

Names of possible field instructors, professional degree, and phone number

1) _____ Degree _____ Phone
number _____

2) _____ Degree _____ Phone
number _____

3) _____ Degree _____ Phone
number _____

Who should the student contact to make specific arrangements for placement?

Name _____ Phone number-

In the space provided, please provide a brief description of your program.

Describe the types of services that you provide.

Describe the client population that you serve.

Describe your agency's philosophy for providing field experiences to social work students and your motivation for taking students at your agency.

Describe the types of responsibilities and duties that the student would have at your agency

Describe your ability to meet the programs requirements for field experiences as outlined in the field manual.

Describe your intent and ability to provide supervision, orientation, resources and space necessary for the student to complete the learning objectives for the experience.

Describe any liability issues that a student should be made aware of prior to placement.

Check below the type of placement(s) you would be prepared to supervise.

Sophomore placement: 6 hours per week per week during academic year
(100 hours total, September-May)

Senior placement: 5 Days per week during Spring semester
(450 hours total, January-May)

For a senior placement starting in January, when would you like the student to initiate the process of arranging a placement? Month_____

For a second year placement starting in September, when would you like the student to initiate the process of arranging the placement? Month_____

Describe the dress code for your agency (type of clothing to be worn).

Are there specific requirements or other information that would be important for students to know before being placed with your agency?

What clearances (if any) are students required to have in order to work at the agency?

In the space provided, list the location of your agency and provide directions to your agency from Messiah University (e.g. located off Route 15 north of Dillsburg).

Thank you for your time and effort in completing this request for information. The information provided will be used to assess the appropriateness of your agency to meet our student needs related to field education. It will also be used by our students in determining their choice for a field placement.

Please complete the form and forward it to:

Michelle George MSW, LCSW, BCD

mgeorge@messiah.edu

Field Coordinator

Messiah University

One University Avenue Suite 3057

Mechanicsburg, PA 17055

The following is to be completed by the field coordinator for Messiah University

Reviewed and approved:

Date: _____

Notes: _____

