

**PLYMOUTH STATE UNIVERSITY  
SOCIAL WORK DEPARTMENT**

**Field Work Placement Screening Form**

Date: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Email/Website: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_ Agency Director: \_\_\_\_\_

Has the agency had PSU social work students before?      Yes \_\_\_\_\_      No \_\_\_\_\_

Has the agency had social work students from another college or university before?      Yes \_\_\_\_\_      No \_\_\_\_\_

Function/Structure Auspices of Agency: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Field Instructor: \_\_\_\_\_

Has this person ever supervised students before?      Yes \_\_\_\_\_      No \_\_\_\_\_

From where? \_\_\_\_\_

What is his/her background in supervision? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Professional training of supervisor? \_\_\_\_\_  
(B.S.W., M.S.W., M.Ed., In-Service, etc.)

Number of years experience post highest degree earned \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Is this person given release time for supervision?      Yes \_\_\_\_\_      No \_\_\_\_\_

Is this person willing to commit to at least one hour of formal supervision per week?  
Yes \_\_\_\_\_      No \_\_\_\_\_

Field Work Placement Screening Form (continued)

Number of student placements being considered? \_\_\_\_\_

For each student, please list the specific activities and assignments in placements: \_\_\_\_\_

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Is agency agreeable to the student working 32-34 hours per week (4 – 4 ½ days)? Yes\_\_\_ No\_\_\_

Is an agency stipend available? Yes\_\_\_ No\_\_\_

What physical facilities are available to students (own desk, room, chair, etc.)? \_\_\_\_\_

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Does student need a car? Yes\_\_\_ No\_\_\_

Reimbursement for travel? Yes\_\_\_ No\_\_\_

Is agency on a bus line? Yes\_\_\_ No\_\_\_

Can your agency offer a paid placement? Yes\_\_\_ No\_\_\_

Typical daily hours? \_\_\_\_\_

What is agency policy regarding student vacation time? \_\_\_\_\_

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In what way is permission granted to do research in the agency (human studies committee, permission of supervisor, permission of agency, etc.)? \_\_\_\_\_

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Any special consideration/requests/demands made by the agency (include information the agency wishes the school to elicit from students before matching, e.g. commitment to agency philosophy)? \_\_\_\_\_

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