

JOINT MASTER OF SOCIAL WORK PROGRAM

REQUEST FOR EVALUATION OF WORK SITE FOR MSW INTERNSHIP

(To be completed by student and returned to one of the Co-Directors of Field Instruction)

This form is to be completed by students who are requesting the use of their place of employment as an internship site. There must be clear differentiation between students' paid work hours and internship. Use of the work site as an internship must have been discussed with the Co-Directors of Field Instruction at the time of application to field. A work site may be approved only if the student's employer is willing to meet all field criteria and requirements.

Approved internship sites must meet the following minimum criteria:

1. Afford learning opportunities to develop and demonstrate the JMSW generalist or specialist year practice behaviors.
2. Value the student's educational experience by making programmatic accommodations to meet the student's learning needs, as necessary.
3. Assign a qualified MSW field instructor who meets the criteria as specified in the most current *JMSW Field Instruction Manual* (.org)

Date: _____

Student-Employee Name: _____
Last First M.I.

Agency: _____

Name of Department/Unit/Program: _____

Agency Address: _____

Phone _____ Fax _____

Name and Title of Executive Officer: _____

Name of Supervisor or Administrator (person who will be initially contacted by the school to explore a work-site internship): _____

Phone: _____ Email: _____

How long have you been employed by this organization? _____

Agency personnel who would be involved in the internship:

Name of proposed field instructor _____ Phone _____

Name of current work supervisor _____ Phone _____

Present work supervisor to provide information below about the student-employee's proposed work and internship hours.

Work schedule: Day(s) _____ Time(s) _____

Internship schedule: Day(s) _____ Time (s) _____

Describe student-employee's current duties and responsibilities. Identify your current title/position. How long you have worked for this employer? How long have you held this current title/position? Explain major job-related tasks and activities related to your current position. Include your resume and job description.

Describe student-employee's past duties and responsibilities. Identify other titles/positions held. Explain major job-related tasks and activities related to the past positions held. Include student-employee resume and job(s) description.

Describe all duties and responsibilities required of the student-employee during the internship. Be as specific as possible and attach a written description. Identify the client population and presenting problems most frequently addressed.

Signature of Agency Executive

Date

Signature of MSW Coordinator/Contact Person

Date