

**AGENCY APPLICATION FOR  
TEXAS A&M UNIVERSITY - COMMERCE  
FIELD PLACEMENT SITE**

**I. Agency Information**

Name of Organization: _____			
Main Office Address: _____			
Street Address			
_____		_____	_____
City	State	Zip Code	
Main Phone #: _____			
Agency Contact for Social Work Department: _____			

**II. Agency Description**

Please provide a brief (1 paragraph) description of your agencies program(s) and services, including the target population served.

Please list and describe specific programs and sites below:

<b>Program Name:</b>	
Address:	
Designated Field Instructor:	Degree/ License:
E-mail address:	Phone:
Brief description of program:	

Please list any additional programs on next page. If this is the only program in which students may be placed, then please go to page 3.

**Program Name:**

Address:

Designated Field Instructor:

E-mail address:

Degree/ License:

Phone:

Brief description of program:

**Program Name:**

Address:

Designated Field Instructor:

E-mail address:

Degree/ License:

Phone:

Brief description of program:

**Program Name:**

Address:

Designated Field Instructor:

E-mail address:

Degree/ License:

Phone:

Brief description of program:

**Program Name:**

Address:

Designated Field Instructor:

E-mail address:

Degree/ License:

Phone:

Brief description of program:

**III. Placement Activities:**

Please check any of the following activities which are available for student interns in your agency:

<b>Activities</b>	<b>BSW Field I</b>	<b>BSW Field II</b>	<b>MSW Field I</b>	<b>MSW Field II</b>
1. Intakes				
2. Individual Client Work				
3. Group Work				
4. Family Work				
5. Community Meetings or Activities				
6. Staff Development and Training				
7. Other Kinds of Activities: (specify)				

**BSW Field I: Summer I & II semester field students (12 hours per week = 120 hours);  
Requires BSW or LSW supervision**

**BSW Field II: Fall semester field students (24 hours per week = 330 hours);  
Requires BSW or LSW supervision**

**MSW Field I: First year field students, no prior field experience (16 hours per week = 240 hours);  
Requires MSW or LMSW supervision**

**MSW Field II: Second year field students, two-semesters (24 hours per week = 720 hours total);  
Requires MSW or LMSW supervision**

E. Please elaborate on the specific learning opportunities a student might be expected to have:

**IV. Agency Requirements**

A. How many students can your agency effectively supervise?

\_\_\_\_\_ BSW                      \_\_\_\_\_ MSW

B. Are there travel requirements?        \_\_\_\_\_ Yes                      \_\_\_\_\_ No

If yes, please describe:

Will your agency reimburse the student for mileage?    Yes                      No

C. Can you accommodate students with special needs (physical handicaps or limitations):

**V. Other Agency Information:**

A. Please describe any agency limitations that a student should be aware of (staff turnover, limited space, etc.):

B. Describe the key features of your agency which would facilitate a successful placement (extended hours, student offices, etc.):

C. Does your agency offer a stipend as a part of the placement? Please describe the amount and the requirements:

D. Other helpful information:

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **Privacy Policy**

State law requires that you be informed of the following:

- (1) You are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law);
- (2) You are entitled to receive and review that information; and
- (3) You are entitled to have the information corrected at no charge to you