

SALEM STATE COLLEGE  
SCHOOL OF SOCIAL WORK

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GRADUATE PROGRAM  
AGENCY QUESTIONNAIRE

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

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

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

City, State, ZIP: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ FAX Number: (\_\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Web Page URL: \_\_\_\_\_ Web Page Director: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Parent Agency, if applicable: \_\_\_\_\_

Name of person to contact in your agency regarding student interns:

\_\_\_\_\_ Position: \_\_\_\_\_

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name of person completing this Application if different from above name:

\_\_\_\_\_ Position: \_\_\_\_\_

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Are you interested in students for the Academic Year--Sept. to April (30 weeks)?

**First year** - MSW I = 2 days/16 hours (Wed. & Fri. - some flexibility)

Yes \_\_\_\_\_ No \_\_\_\_\_

**Second year** - MSW II = 2 ½ days/20 hours

(Mon., Tues., & Wed. - some flexibility)

Yes \_\_\_\_\_ No \_\_\_\_\_

Are you interested in students for Summer Block--May to August (15 weeks)?

**MSW I** = 4 days/32 hours

Yes \_\_\_\_\_ No \_\_\_\_\_

**MSW II** = 5 days/40 hours

Yes \_\_\_\_\_ No \_\_\_\_\_

**MSW Supervisory Requirements:**

All of our graduate students must receive individual weekly supervision from a Field Instructor who is eligible for LICSW licensing, i.e., MSW degree plus a minimum of two years full-time post Master's work experience, which was supervised by an LICSW.

Do you have a staff person who is qualified to serve as Field Instructor?

Yes \_\_\_\_\_ No \_\_\_\_\_

Please name potential Field Instructor(s):

Name	Degrees & Certifications	Institution	Year	Major

Please name and describe the programs which are interested in providing an internship.

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Please describe the types of assignments in which an intern would be involved. Specify the direct client services, organization and/or community tasks.

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Please identify other staff who may assist with supervision.

Name	Degrees & Certifications	Institution	Year	Major

What other supervised learning will be provided in addition to the individual supervision by a Field Instructor, i.e., student group supervision, consultation.

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Are there any special requirements of students in this setting, such as a bilingual capacity, special work schedules, use of car?

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Does your agency's insurance cover intern liability? (If not, the student will carry liability insurance.)  
Yes \_\_\_\_\_ No \_\_\_\_\_

Is there office and desk space allocated for students? Yes \_\_\_\_\_ No \_\_\_\_\_

Is there clerical support for students? Yes \_\_\_\_\_ No \_\_\_\_\_

Is there privacy for client interviews? Yes \_\_\_\_\_ No \_\_\_\_\_

Please return this application with any of your brochures or program information. This information will be kept in our resource files and will be available to Field Education staff as they try to match students with potential placements.

**Mary P. Byrne, LICSW**  
**Coordinator of Field Education**  
**SALEM STATE COLLEGE, School of Social Work**  
**352 Lafayette Street, Salem, MA 01970**

Thank you for completing this Application. If you have any questions please call the Field Education Office at 978-542-6698.

**The School of Social Work also has a BSW Program. Would you be interested in BSW students? Yes \_\_\_\_\_ No \_\_\_\_\_**