

**Field Education  
Agency Application Form**

**Directions:** If you are interested in having your agency be a potential site for a BSW student's field placement, please complete this form in its entirety and return it to:

Shelagh Larkin  
Director Field Education  
Xavier University Social Work Department  
150 Cohen Center  
3800 Victory Parkway  
Cincinnati, Ohio 45207-7372.  
Fax- 513-745-3220  
e-mail- [larkins@xavier.edu](mailto:larkins@xavier.edu)

**Name of Agency:**

**Date Form Completed:**

**Name and Phone Number of Person Completing the Form:**

**Agency Address/Phone Number:**

**Program Address/Phone Number (if different from Agency):**

**Briefly Describe Your Agency's/Program's mission and services:**

**Briefly identify the population that your agency serves:**

**Name and Phone Number of the individual who will be serving as the Field Instructor (including title and highest degree):**

**Degree:**     BSW     MSW     LSW (specify degree if not social work)

**Title:**

**If this person is not a Social Worker, identify Agency's/Program's plan for securing the necessary supervision:**

**Has the identified Field Instructor supervised student(s) in the past?**

**Yes     No**

**If yes, please describe.**

**Name of Program(s)/Department(s) that the student will be working in:**

**Please describe the orientation and training plan for the student:**

**Briefly Describe Opportunities for the Student's Learning Including Tasks (please be detailed, specific and comprehensive):**

**In an effort to fulfill our mission of educating generalist social workers please identify the specific opportunities for the student to work with individuals, families- Micro, groups (task, i.e. staff, working, and/or treatment)- Mezzo and organizations and communities- Macro:**

**Would you be willing to serve on the Agency Panel in the Pre-Placement course and speak about your agency and student opportunities? If yes, Please contact the Field Director. If no, thank you for considering serving as a field site.**

**Once your application has been reviewed and your site accepted you will be contacted by the Director for Field Education. Please review the calendar for important dates.**