INSTRUCTIONS FOR COMPLETING FORMS

Please direct all questions regarding these forms to the Office of Field Instruction Project Coordinator, Mandy Wortz at (734)763-6321 or email ssw.ofi@umich.edu

The following instructions will assist you in completing the attached forms. It is necessary to give full and accurate information in each category to assist us in placing students at your fieldwork site. The written description of the fieldwork site and program are most important to the student, as they will make their placement decisions based on the information you provide. The more information we have, the greater the likelihood that we can assign a student who is well-matched for the placement.

AGENCY FIELD PLACEMENT FORM
All fieldwork sites must complete this form and at least one program information form.

PROGRAM INFORMATION FORM
Complete this form for each program within the agency that is interested in hosting students. If there are multiple programs within the main agency, you must complete the appropriate number of program forms to reflect those that can host students.

FIELD INSTRUCTOR APPLICATION
Any person interested in supervising a student must complete this form and attach an updated résumé. We will not process this form or activate your field instructor status without this information. Each agency must have a licensed master social worker (LMSW) who is able to provide supervision and oversight to all MSW interns, whether in a primary or secondary role. Their license will be verified by our office. Thank you for your cooperation with this.

Above forms may be returned via email or mailed to the address below.

Office of Field Instruction
University of Michigan School of Social Work
c/o Mandy Wortz
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Ann Arbor, MI 48109-1106