

## **Agency Paper Guidelines**

The purpose of the agency paper is to reflect on the agency and the internship experience. The paper is worth 70 points. The requirements for the paper are below; each section is worth 10 points. The information **must be clearly marked** for full credit. The final 10 points are for punctuation, spelling, and grammar. The page requirement is 5 pages. Please adhere to the APA writing format.

### **Agency Paper Requirements (headings):**

1. Agency background, history, governance
2. Agency purpose and function
3. Agency policies (applicable to SW with explanation of how they apply)
4. Typical roles and responsibilities of the social worker(s) that work at the agency.
5. Summary of reading about the client population the agency serves (include sources of information). Note: it is not how your agency serves its clients.
6. Typical agency interactions with other agencies and community resources. See course schedule for due date!