

New Agency Checklist

The following forms/documents must be completed before a site is eligible for student placement.

1. The forms are attached and can be filled out electronically, saved to your computer and sent via email to sowkfield@andrews.edu. They may also be filled out and returned via fax or U.S. Mail.

AGENCY FORM

FIELD INSTRUCTOR APPLICATION

Complete this form for any person interested in supervising students. *Each agency must have a licensed social worker who is able to provide at least 1 hour of supervision weekly to BSW/MSW interns.*

FIELD INSTRUCTOR RÉSUMÉ

Submit an updated résumé for each potential field instructor.

2. FORM BELOW MUST BE SUBMITTED VIA U.S. MAIL OR FAX

AU FIELD PLACEMENT CONTRACT

Two original contracts that have been reviewed and signed by all the parties involved at Andrews University will be sent over. Review this document. The document is to be signed by the person with the authority to enter into this agreement. Your agency approves and signs both originals and then sends *only one* back to us. Keep the other original for your records.

Please feel free to contact Linda Tambunan by email at sowkfield@andrews.edu should you have any questions.

Forms submitted via U.S. Mail should be sent to:

Department of Social Work, Andrews University
Office of Field Education
c/o Linda Tambunan
015 Nethery Hall
4141 Administration Dr.
Berrien Springs, MI 49104-0038
Fax: (269) 471-3686