INSTRUCTIONS FOR COMPLETING FORMS

PLEASE RETURN ALL FORMS BY_____

TO: Field Instruction Program
University of Michigan School of Social Work
1080 South University Avenue 1704
Ann Arbor MI 48109-1106

Please direct all questions regarding these forms to the Office of Field Instruction at 734-764-5331

The following instructions will assist you in completing these forms. It is necessary to give full and accurate information in each of the categories to assist us in placing students with your agency. We appreciate the time you take to complete these forms.

Agency Form (yellow)

This form has been pre-printed. Please review and make any necessary corrections.

Program and Slot Information Form(s) (blue)

Complete this form for ***each*** program that is accepting students and indicate the number of students that can be accommodated in it. Please keep in mind that the kind of assignments in a program will also affect the number of these forms that you complete. If there are multiple placements with identical assignments within a program, then (1) PSI form is needed. However, if there are multiple placements with different assignments within a program, then you must complete the appropriate number of PSI forms to reflect this.

Detailed information on each placement slot is essential because placement decisions are made primarily on this information. The more information we have on each slot, the greater the likelihood that we can assign a student who is well-matched for the position.

Field Instructor Form(s) (white)

Any person interested in supervising a UM Social Work student must complete this form. Field instructors at your agency for whom we already have forms are listed on the enclosed sheet; please review it and make any necessary changes.