The University of Michigan School of Social Work Office of Field Instruction
1080 South University Avenue 1704, Ann Arbor, MI 48109-1106

Program and Slot Information Form

Please Print or Type

P_ID/S_ID: _____ 1. **Date**: _____/_____/_____

2. Program Information

Agency Name _____

Program or Unit Name: _____

Program Mailing Address: _____

City: _____ **State**: _____ **Zip Code**: _____

Program Contact: _____ **Phone**: _____

Title: _____ **Fax**: _____

Internet:

3. Program and Slot Characteristics

How many students can the above program accommodate? (Please note that if the placements are identical in this program you only have to complete one of these forms)

❑ 1 (one) ❑ 2 (two) ❑ 3 (three) ❑ 4 (four) ❑ 5 (five) ❑ Other (specify)

Slot Name (if different from Program Name) _____

Is this slot located at the program address above? If not, please list the correct address of this slot: _____

_____

List the **field instructor(s)** who will supervise the student in this slot. *Any field instructors who have not yet completed a Field Instructor Information Form must include one when returning this form. (Note: Field Instructors must be on-site and on duty when students are in field work at the agency)*

Name:	_____	**Name:**	_____
Title:	_____	**Title:**	_____
Phone:	_____	**Phone:**	_____
Internet (email):	_____	**Internet (email):**	_____
Fax:	_____	**Fax:**	_____

What major and minor methods can you accommodate in this slot? **(Check all that apply)**

Method	Major	Minor
Community Organization		
Interpersonal Practice		
Management Human Services		

Method	Major	Minor
Social Policy and Evaluation		

Because our students tend to have a good deal of financial need, stipended placements are heavily requested and preferred over non-stipended placements.

1. Is your agency able to offer students a stipend? ❑ Yes ❑ No
2. What is the amount per student? _____
3. Over what period of time will the stipend be paid? (example: per month, per term, etc.): _____.
4. Will taxes be withheld from the stipend amount? ❑ Yes ❑ No
5. Does your agency reimburse students for agency-related travel expenses? ❑ Yes ❑ No

This Placement Slot: **(check all that apply)**

- ❑ Is on a local bus line. (A4)
- ❑ Is part of the Jewish Communal Service system. (A6)
- ❑ Requires that student have immunizations. (A1)
- ❑ Does your agency pay for required immunizations? (A5)
- ❑ Requires that student has a car to perform practicum assignments. (A2)
- ❑ Requires that student interns have State Social Work Registration. (A3)

Please **check all** of the categories that best describe this slot**:**

- ❑ (142) Children and Families
- ❑ (142) Adolescents and Families
- ❑ (007) Adults
- ❑ (007) Elderly & Aging
- ❑ (524) Juvenile Justice/Corrections
- ❑ (524) Adult Corrections
- ❑ (423) Health
- ❑ (524) Infant Mental Health
- ❑ (524) Mental Health
- ❑ (H8) School Social Work
- ❑ (176) Communities & Social Systems

Please check the **(1) <u>one</u>** category that best describes this slot: Council of Social Work Education Categories (CSWE)

- ❑ (1) Aging/Gerontological S.W.
- ❑ (2) Child Welfare
- ❑ (3) Corrections/Criminal Justice
- ❑ (4) Group Services
- ❑ (5) Occupational/Industrial S.W.
- ❑ (6) Mental Retardation
- ❑ (7) Rehabilitation
- ❑ (9) Alcohol and Other Drugs
- ❑ (10) Community Planning
- ❑ (11) Family Services
- ❑ (12) Health
- ❑ (13) Mental Health/Comm.Mental Health
- ❑ (14) Public Assist/Welfare (Not Child Welfare)
- ❑ (15) School Social Work
- ❑ (8) Other (Specify)

A **<u>majority</u>** of the assignments that a student will be given in this slot will involve: **(check all that apply)**

- ❑ advocacy (C1)
- ❑ assessment and evaluation (B1)
- ❑ budget preparation (C2)
- ❑ case management (B2)
- ❑ committees/task forces (C3)
- ❑ community development (C4)
- ❑ concrete service provision (B14)
- ❑ couples work (B3)
- ❑ crisis intervention (B4)
- ❑ data collection (C5)
- ❑ discharge planning (B5)
- ❑ fundraising/grant writing (C7)
- ❑ group work (B8)
- ❑ individual casework (B9)
- ❑ information and referral (B10)
- ❑ legislative advocacy (C8)
- ❑ mediation (B11)
- ❑ needs assessment (C6)
- ❑ network development (C9)
- ❑ outreach (B12)
- ❑ policy analysis & development (C11)
- ❑ prevention (B13)
- ❑ program development/planning (C13)
- ❑ program evaluation (C14)
- ❑ report writing (C16)
- ❑ research and analysis (C17)
- ❑ other (please describe) (C20)

___ Average number of **contact hours/week** each student will have with clients.

The assignments in this slot will involve **what %** of the following groups: **(total must equal 100)**

(total must equal 100)	**(total must equal 100)**	**(total must equal 100)**
___% adolescents (D1)	___% African American (D9)	___% women (D7)
___% adults (D2)	___% Arab American (D10)	___% men (D6)
___% children (D3)	___% Asian American (D11)	
___% elderly (D4)	___% Caucasian (D16)	
___% families (D5)	___% Chaldean (D12)	
___% other (specify) (D8)	___% Hispanic American (D13)	
	___% Native American (D14)	
	___% other (specify) (D15)	

Computer Skills

Please rate each item in this slot based on the extent that a student would use the following:

	Usage				
Hardware:	High		Moderate		Not applicable
IBM/Compatible	5	4	3	2	1
Macintosh	5	4	3	2	1
Software:					
Windows	5	4	3	2	1
Word processing (specify) _____	5	4	3	2	1
Spreadsheetes (specify) _____	5	4	3	2	1
Presentation graphics packages (specify) _____	5	4	3	2	1
Databases (specify) _____	5	4	3	2	1
On-line/Internet communications (specify) _____	5	4	3	2	1

The following best describes the setting in which this slot is located **(Check no more than 3):**

- ❑ administrative unit (E1)
- ❑ business setting (E2)
- ❑ community center (E3)
- ❑ community mental health (E4)
- ❑ community organization (E5)
- ❑ community-based health (E6)
- ❑ community-based social service (E7)
- ❑ correctional setting (E8)
- ❑ court/justice system (E9)
- ❑ day hospital/partial hospitalization (E10)
- ❑ educational setting (E11)
- ❑ emergency/crisis center (E12)
- ❑ employee assistance program (E13)
- ❑ government setting (E14)
- ❑ inpatient program (E15)
- ❑ interdisciplinary setting (E16)
- ❑ legislative unit (E17)
- ❑ medical hospital (E18)
- ❑ nursing home (E20)
- ❑ outpatient program (E21)
- ❑ psychiatric hospital (E22)
- ❑ religious program (E24)
- ❑ residential treatment (E25)
- ❑ rural setting (E26)
- ❑ urban setting (E30)
- ❑ other (please describe) (E31) _____

Assignments in this slot will involve: **(Check no more than 10)**

- ❑ abuse and neglect (F1)
- ❑ adoption (F2)
- ❑ adventure education (F3)
- ❑ AIDs/HIV (F4)
- ❑ Alzheimer's disease/ dementia (F5)
- ❑ Anxiety disorders (F6)
- ❑ Attn. deficit & hyperactivity disorder (F7)
- ❑ autism (F8)
- ❑ child welfare (F9)
- ❑ depression (F10)
- ❑ death and dying (F11)
- ❑ developmentally disabled (F12)
- ❑ domestic violence (F13)
- ❑ dual diagnosis: mental illness/ chemical dependency (F14)
- ❑ EAP (F61)
- ❑ eating disorders (F15)
- ❑ emotionally disturbed (F16)
- ❑ foster care (F17)
- ❑ health care (F18)
- ❑ IEPC's (F61)
- ❑ incest treatment (F19)
- ❑ infant mental health (F20)
- ❑ learning disorders (F21)
- ❑ maternal and child health (F22)
- ❑ mental health/illness (F23)
- ❑ oncology (F24)
- ❑ physical disability (F25)
- ❑ protective services (F26)
- ❑ sexual abuse and assault (F27)
- ❑ suicide prevention (F29)
- ❑ treatment of alcohol & other drugs (F28)
- ❑ employment and training (F30)
- ❑ housing (F31)
- ❑ homelessness (F32)
- ❑ job preparation and development (F34)
- ❑ school social work (F53)
- ❑ cognitive/behavior treatment (F37)
- ❑ family systems treatment (F38)
- ❑ strategic family treatment (F40)
- ❑ structural family treatment (F41)
- ❑ task centered treatment (F41)
- ❑ crisis intervention (F41)
- ❑ DSM IV use (F61)
- ❑ legal processes & legal systems (F44)
- ❑ state or local political processes (F45)
- ❑ immigrant populations (F46)
- ❑ gay/lesbian issues (F49)
- ❑ parenting (F51)
- ❑ pregnant teens, teen parenting (F52)
- ❑ long-term services (F59)
- ❑ short-term services (F60)
- ❑ other (please describe) _____ _____ (F61)

Students use this description more than any other information on this form to determine placement preferences. Please make sure you complete this section. Try using a classified ad format to "sell" the slot to prospective students. Please provide a brief description of this slot. Concentrate on features you feel make this slot unique. For example, "Exposure to several therapeutic approaches with individuals, families, and groups" or "National Demonstration Project," "Large professional staff," "Chance to work with community leaders."

1. The chart below refers to the 3 different schedules (months and days) that students enroll for field work**. Please circle yes or no if your agency can accommodate the schedules**. Keep in mind the hours required especially in the Spring/Summer term. **Circle YES for all of the schedules your agency can accommodate below**:

YES NO	16 Mth Program	Sept - Dec	Jan - April	May - Aug	Sept - Dec
	Days	N/A	Thurs. & Friday	Tues. - Friday	Mon. - Tuesday
	Hours/Week	N/A	16hrs/wk	32hrs/wk	16hr/wk

YES NO	Advanced Standing	Sept - Dec	Jan - April	May - Aug
	Days	Thurs. & Friday	Thurs. & Friday	Tues. - Friday
	Hours/Week	16hr/wk	16hr/wk	16hr/wk

YES NO	20 Mth Program	Sept - Dec	Jan - April	May - Aug
	Days	Thurs. & Friday	Thurs. & Friday	N/A
	Hours/Week	16hr/wk	16hr/wk	N/A

2. If your agency **requires students to be in field more hours per week** than what is typically required please indicate.

❑ 20 Hours (2 1/2 days)(G2) ❑ 24 Hours (3 days)(G3) ❑ Other *(Please specify)* _____

3. If your agency requires a student to be in placement for **specific days of the week** other than what is typically scheduled please indicate below.

	AM	PM	Mandatory	Optional		AM	PM	Mandatory	Optional
❑ Monday	❑	❑	❑	❑	❑ Friday	❑	❑	❑	❑
❑ Tuesday	❑	❑	❑	❑	❑ Saturday	❑	❑	❑	❑
❑ Wednesday	❑	❑	❑	❑	❑ Sunday	❑	❑	❑	❑
❑ Thursday	❑	❑	❑	❑	❑ Evenings	❑	❑	❑	❑
❑ Friday	❑	❑	❑	❑	❑ Other (specify)	❑	❑	❑	❑