

**ADELPHI UNIVERSITY  
SCHOOL OF SOCIAL WORK  
OFFICE OF FIELD EDUCATION**

**Application for Work/Study Field Placement**

Junior\_\_ Senior\_\_ 1st Yr MSW\_\_ 2nd Yr MSW\_\_ OYR\_\_

Student: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

\_\_\_\_\_  
Name of Educational Coordinator or Agency Director

\_\_\_\_\_  
Title

Phone #: (\_\_\_\_) \_\_\_\_\_

Fax #: (\_\_\_\_) \_\_\_\_\_

**STUDENT'S CURRENT POSITION IN AGENCY:** \_\_\_\_\_

Name of Employment Supervisor:  
\_\_\_\_\_

Dates of Employment: From \_\_\_/\_\_\_/\_\_\_ - \_\_\_/\_\_\_/\_\_\_

Employment Responsibilities ( attach additional sheet if necessary ) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPOSED FIELD INSTRUCTOR:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency Division or Program Site: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_

M.S.W. \_\_\_\_\_ SIFI \_\_\_\_\_  
School Degree Date yes no School Year

**PROPOSED ASSIGNMENT FOR WORK/STUDY:**

On the **next page**, detail the proposed work/study field instruction assignment which has been jointly developed by the agency's educational coordinator, the proposed field instructor and the student. In formulating this assignment, refer to the work/study guidelines which define the necessary conditions for a successful work/study field education plan.

**PROPOSED FIELD WORK ASSIGNMENT FOR STUDENT (PLEASE BE SPECIFIC)**

Total Number of Field Instruction Hours Per Week (refer to guidelines for hour requirements) \_\_\_\_\_

**Direct Practice** – this area of the proposed assignment comprises at least 50% of the student’s time in field instruction. Include the number of hours per week that the student will spend on each area of direct practice detailed ( refer to guidelines for direct practice requirements and attach additional page if necessary) :

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**Non-Direct Practice Activity-** This area of the proposed assignment involves activities apart from direct practice including: agency recording; process recording; field instruction conferences (supervision); agency meetings; in service training, etc. Include the number of hours per week the student will spend on each activity detailed (attach an additional page if necessary):

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**AGENCY AUTHORIZATION:** The work/study plan detailed in this application has been reviewed by the appropriate agency administrative personnel. Accommodations for release time, transfer and workload reductions have been considered to enable the student to engage in the work/study assignment.

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Agency Director or Educational Coordinator

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Proposed Field Instructor

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Student