



WellStar College of Health and Human Services

Department of Social Work and Human Services

Social Work New Field Internship Site Information Form

Kennesaw State University Master of Social Work Program utilizes community agencies for students in the Master of Social Work program. All students are required to complete two consecutive semesters of field education at one field placements site. This program supports concurrent field placement model, which means that students take additional coursework simultaneously with their field education courses.

Please complete this form to submit a request to accept student interns at your agency.

Name of Agency/Organization

Agency Contact Person

Name

First:

Last:

Title

Phone Number

Email

- Do you have a MSW?

- Do you have two years post MSW degree experience?

- Please indicate your highest degree.

- Would the agency contact person also be serving as a field supervisor?
Yes
No

- Will the field supervisor be able to commit to 1 hour per week per student for direct supervision?
Yes
No

Field Supervisor

Please list the person who may be the field supervisor if different than agency contact person. Please list all those in the agency who are interested in supporting students for a placement opportunity for academic year and the maximum number of students for EACH supervisor.

Please note:

Field supervisors for all MSW students must have two years post degree. Field supervisors for 1st year MSW students must have a MSW and/or LMSW. An LCSW is preferred. Field supervisors for 2nd year MSW students must have a valid LCSW licensure to practice independently in the State of Georgia. An LPC can provide supervision for daily tasks. However, an LCSW is required to provide 1 hour of weekly supervision.

Please include a resume and license for new field supervisors.

Name

First:

Last:

Title/License

Phone Number

Email

- Do you have a MSW?

- Do you have two years post MSW degree experience?

- Please indicate your highest degree.

- Do you have a valid license to practice in the State of Georgia?
 - LMSW
 - LPC _____
 - LCSW _____
 - Other: _____

- Please attach a resume and license for the Field Supervisor

Agency Information

Address

Street Address

Address Line 2:

City:

State/Province/Region:

Postal/Zip Code:

Country:

Phone Number

Website

Choose an area(s) of interest that best describes the placement opportunity.

Children; Families

Mental Health

Substance Abuse

ALL

Other

Describe the Mission of the Agency/Organization.

Describe the Work/Services of the Agency/Organization

Describe the composition of the professional staff:

Describe the Social Work Student Tasks/Assignments/Responsibilities

Describe any additional education opportunities for the student.

What are the agency hours for field placement? Check All That Apply.

Mornings
Afternoon
Evenings
Weekend

Are there opportunities for more than one student?

Yes
No

Please indicate the number of MSW Foundation (1st year) students that can be supervised at your agency and work in a field placement for 16 hours a week. These students are in their first field placement. (Mondays & Tuesdays) _____

Please indicate the number of MSW Specialization (2nd year) students that can be supervised at your agency and work in a field placement for 24 hours a week. MSW Concentration year students are in their final field experience. (Wednesday, Thursday & Fridays) _____

(MSW Field Questions)

1. Our agency is able to accept KSU students now.
Yes
No

2. Tentatively we cannot take KSU students now, but please contact me again next year.
Yes
No

3. Does your agency require a background check?
Yes
No

4. Does your agency require a TB test or immunizations? (i.e. Tetanus)
Yes
No

5. Does your agency require a drug screen?
Yes
No

6. Does your agency require a medical screen?
Yes
No

7. Does your agency pay for the cost of required items?
Yes
No

8. Does your agency require the student to have reliable transportation?
Yes
No

9. Does your agency offer mileage reimbursement to the students?
Yes
No
10. Does your agency require a writing sample?
Yes
No
11. Does your agency require AIDs training?
Yes
No
12. Does your agency require CPR training?
Yes
No
13. Does your agency require proof of auto liability insurance?
Yes
No
14. Does your agency require orientation?
Yes
No
15. Are there opportunities for students to have a paid field placement? (e.g. agency stipend, part-time employee status, grant)
Yes
No
16. Does your agency have any additional requirements?
17. Are you a KSU alumni or how did you learn about our program?

PLEASE RETURN THIS COMPLETED FORM TO:

KSU Field Education Coordinator
Master of Social Work Program
Kennesaw State University
520 Parliament Garden Way MD#4103, Kennesaw, GA 30144
Fax: 770.794.7559 Email: KennesawMSWfieldeducation@kennesaw.edu
If you have any questions, please call (470) 578.7560