# Practicum Agency Agreement

<table>
<thead>
<tr>
<th>Agency ___________________</th>
<th>Program Name __________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervising Social Worker</td>
<td>_______________________________</td>
</tr>
<tr>
<td>Address __________________</td>
<td>City __________ State ____ Zip____</td>
</tr>
<tr>
<td>Phone ____________________</td>
<td>E-mail ________________________</td>
</tr>
</tbody>
</table>

**Credentials:**

- [ ] MSW
- [ ] BSW
- 2 years experience
- [ ] special arrangement requested

**Explain**

Are weekends or evening hours required?  
- [ ] Yes
- [ ] No

Is a stipend or hourly wage available?  
- [ ] Yes
- [ ] No

**Explain**

Is a car required to carry out practicum responsibilities?  
- [ ] Yes
- [ ] No

Is mileage reimbursement available?  
- [ ] Yes
- [ ] No

Is parking available?  
- [ ] Yes-with cost
- [ ] Yes-free
- [ ] No

Are students covered by agency liability insurance?  
- [ ] Yes
- [ ] No

Field of practice that **best describes** focus of agency or program.

- [ ] Aids/Education
- [ ] Mental health
- [ ] Chemical abuse & treatment
- [ ] Rehabilitation
- [ ] Child welfare services
- [ ] Residential treatment
- [ ] Community organization
- [ ] School social work
- [ ] Corrections
- [ ] Shelter care
- [ ] Court services
- [ ] Other:

- [ ] Developmental disabilities
**£ Family violence**

**£ Gerontology/Aging**
- **£ Health care**
- **£ Housing services**

---

**Type of experiences available for a student placed in your program.**

<table>
<thead>
<tr>
<th>£ Administrative</th>
<th>£ Program development</th>
</tr>
</thead>
<tbody>
<tr>
<td>£ Case management</td>
<td>£ Program evaluation</td>
</tr>
<tr>
<td>£ Client advocacy</td>
<td>£ Referrals</td>
</tr>
<tr>
<td>£ Discharge planning</td>
<td>£ Resource development</td>
</tr>
<tr>
<td>£ Family intervention</td>
<td>£ Research</td>
</tr>
<tr>
<td>£ Grant writing</td>
<td>£ Social action</td>
</tr>
<tr>
<td>£ Group work</td>
<td>£ Individual intervention</td>
</tr>
</tbody>
</table>

---

Besides the required credentials this agency agrees to meet the following requirements:

- Attend the field practicum orientation.
- Read the Field Practicum Manual available on the Creighton University Web site.
- Grant the Field Practicum Instructor enough time to fulfill the teaching responsibilities.
- Provide physical facilities and materials necessary for student to perform duties.
- Provide weekly educational supervision.
- Allow student access to files, meetings and policy materials necessary for performance.
- Formally instruct the student on safety and risk issues associate with this placement.
- Address any issues concerning the student or the Department of Social Work.
- Provide agency sanction for the student to carry caseload responsibilities.
- Grant Field Instructor time for consultation with Field Coordinator and student.
- Participate fully with the evaluation of the student.

---

**Signature**

**Date**

---

**Please return to:**  
Dr. Barbara Harris,  
Field Practicum Coordinator