Dear Agency Director:

Thank you for your interest in hosting social work practicum students. The faculty of the School of Social Work at CSU, Chico appreciate the commitment of time and staff resources you are willing to make in order to provide our students with a meaningful field experience.

Enclosed are application forms for being included in our Agency Field Directory. The directory serves two purposes: (1) Students will be able to review the agency profiles in considering potential placements; and (2) Faculty will use it as a resource in advising students about potential placements.

You should include on the Agency Profile form a list and description of the different programs or services your agency offers that will accept practicum placements. Please feel free to attach your program mission, goals and descriptions to the form if you wish.

Also included is an Agency Field Instructor Application form which is to be filled out by the individual who will act as the Field Instructor for the student(s). Please note that undergraduate students must be supervised by a staff member with a Bachelor of Social Work (BSW) degree, and graduate students must be supervised by a staff member with a Master of Social Work (MSW) degree, with two years post-degree experience. If you have questions regarding this requirement, please contact me to discuss your concerns. We also ask that the field instructor submit an employment vitae or resume with this form.

Lastly, the university requires that a Letter of Understanding and an Internship Agreement be signed when a student is placed in your agency. These forms are sent directly to the agency by the university's contracting office upon placement of a student in an agency. If you would like to preview samples of these forms, please let us know and we will fax them to you.

After you have submitted the Agency Profile and the Agency Field Instructor Application forms, I will contact you to arrange a visit to your agency. Thank you again for your interest, and please don't hesitate to contact me with any questions.

Sincerely,

Patty Hunter

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