



PROSPECTIVE AGENCY REVIEW CHECKLIST

Agency Name: _____

Agency Address: _____

Agency Contact Name: _____

Agency BSW or MSW (Please identify degree level): _____

Agency Contact Phone: _____ E-Mail: _____

BSW / MSW Generalist / MSW Specialist Students Accepted (Select all that apply):

Agency Information:

Primary Population Served (i.e., mental health, substance abuse, gerontology, etc.): _____

Type of Organization: Profit Not for Profit Social Leadership

Basic Requirements:

- Yes No The agency can provide the student with micro, mezzo, and macro field experiences. (ask the agency to give examples of tasks/responsibilities they will provide for students)
 Generalist Clinical Social Leadership

- Yes No The agency is to provide a minimum of (1) hour/week of supervision for full-time students and (1) hour bi-weekly for part-time students., as required by CSWE, with an **MSW** with at least (2) years post-degree experience.

- Yes No The agency can provide the BSW & MSW Generalist student with the opportunity to experience all stages of the generalist intervention model, including:
 engagement assessment intervention treatment planning
 follow-up/case management evaluation goal-setting termination
 groups

- Yes No The agency provides the MSW Clinical student (Specialist) with advanced skill development in providing therapeutic and clinical interventions within their focus area and applying critical thinking skills in applying various theories with complex and/or multi-problem client situations.

- Yes No The agency can provide the MSW Clinical student (Specialist) with advanced skill development by providing training in developing biopsychosocial assessments, treatment plans, identification and use of standardized scales, and development of group skills.



- Yes No The agency can provide the MSW Social Leadership student with advanced skill development in policy development, policy analysis, program evaluation, grant writing, data collection, etc.
- Yes No The agency provides the student with an opportunity to learn significant major policies related to the Problems areas served by the agency.
- Yes No The agency provides the student with opportunities to advocate on behalf of client populations served by the agency.
- Yes No The agency provides the student with record-keeping tools for confidential record-keeping accessibility to document social work activities in agency files, assessments develop case assessments documentation for review and feedback.
- Yes No The agency provides the student with various populations and services within the community they serve.
- Yes No The agency can expose the student to various interventions and behavioral techniques/modalities.

The agency was provided the following documents:

- Educational Plan(s)
- Roles and Responsibilities of the BSW/MSW and Task Supervisor
- Task and Responsibilities of an Intern

- This agency can commit to providing the requirements of an internship.

Field Faculty

Date