



**Appendix 6  
Department of Social Work,  
MSW Program  
Agency Exploration Form**

Use this form as a guide for exploring a practicum agency. The criteria listed below will help you to identify agencies that may be the right fit for your specific learning needs and Departmental requirements for practicum sites. Students are urged to explore multiple agencies and complete all the items possible on the form. You may access information through conversation, a website, or through collateral contacts. Please do not ‘interview’ or ‘negotiate’ with the agency representative regarding a placement without first contacting the field liaison.

**Student:**

**Agency name:**

**Division or Unit of interest:**

**Agency director or contact person:**

**Agency address:**

**Agency telephone:**

**Agency website:**

**Is student an employee of this agency? Yes \_\_\_ How long in months: \_\_\_ No \_\_\_**

**How does student know of this agency?**

<b>Field Liaison use only</b>	
<b>Field Liaison:</b>	<b>Date:</b>
<b>Contacted:</b>	
<b>Potential MSW prepared field instructor:</b>	
<b>MS prepared task supervisor:</b>	
<b>Approved / Not Approved (comments on reverse side)</b>	