

**Contact Date:** \_\_\_\_\_  
(For Office use)

Minnesota State University Mankato  
Department of Social Work  
SOWK 312 Junior Field Experience

**AGENCY FIELD EXPERIENCE PROPOSAL**

*Return completed form to student,*

*Or Mail to:* Field Experience Coordinator,, Department of Social Work, Minnesota State Mankato, 358 Trafton Science Center North, Mankato, MN 56001.

*Or E-mail:* [elizabeth.manderfeld@mnsu.edu](mailto:elizabeth.manderfeld@mnsu.edu) (Social Work Department Administrative Assistant)

**Description of Agency or Organization**

Name of Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

County \_\_\_\_\_

Name and Title of Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

Brief description of your agency or organization, including its purpose, the services provided, and the types of clients served:

**Description of Field Experience Opportunities**

Describe the specific opportunities available for junior level Social Work students. Please attach a job description detailing responsibilities, if available.

Would this Field Experience be continuously available, or is it a one time opportunity\_\_\_\_\_

Note your preferences for the time of year your agency could accommodate students in a Junior Field Experience and indicate the number of students that could be accommodated each term.

\_\_\_\_\_ Fall                      \_\_\_\_\_ Spring                      \_\_\_\_\_ Summer

Please designate any minimum or maximum time commitments you would require of students, i.e. specific number of months, hours per week, days, evenings, weekends...

Note any particular skills or qualifications required to be involved in this placement. (Please include academic background, attendance at special training sessions, personal characteristics or other relevant factors.)

**Describe the orientation and training that will be provided for the student, including information on materials or manuals that will supplement this process.**

Is there any financial remuneration available to student (ie., mileage reimbursement, stipend etc.)  
\_\_\_\_\_ No                      \_\_\_\_\_ Yes, please specify\_\_\_\_\_

What office accommodations will be available for the student (e.g. desk, access to secretarial support, resource library...)?

Explain any travel involved.

What types of professionals will the student be working with during the placement (e.g. social workers, psychologists, teachers, attorneys, medical staff, counselors...)?  
What types of staff meetings will the student have the opportunity to attend as a part of her or his experience?

Specify the **name, title, and responsibilities of the Field Experience Supervisor.**

Please describe the provision that will be made for supervision of the student, including how often supervisory meetings will be held. Students should have an opportunity to speak directly to a supervisor at least one time a week.

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Agency Contact Person

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Date