Michigan State University  
College of Social Science  
School of Social Work  

PLACEMENT CONFIRMATION

<table>
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<tr>
<th>STUDENT NAME</th>
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<tr>
<td>AGENCY &amp; PROGRAM</td>
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<tr>
<td>ADDRESS</td>
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<td>CITY &amp; ZIP</td>
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<td>PHONE</td>
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<td>FIELD INSTRUCTOR(S)</td>
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FIELD INSTRUCTOR CREDENTIALS:
- DEGREE
- DEGREE INSTITUTION
- YEAR

EMAIL

☐ NEW INSTRUCTOR
☐ RETURNING INSTRUCTOR
☐ FIELD INSTRUCTOR TO BE DETERMINED

DATE OF INTERVIEW

☐ East Lansing
☐ Flint
☐ Oakland
☐ Mid-Michigan
☐ Statewide Blended
☐ Weekend
☐ Undergraduate

Areas Discussed (please check):

- Student’s career interest and professional goals
- Student’s previous experience and learning needs to enhance professional development
- Learning experiences available through agency, mission
- Required orientations, trainings, meetings, transportation requirements, etc
- Agency’s mission, values, practiced conscience clauses
- Field Instructor’s supervisory and student’s learning styles
- Scheduling - the equivalent of 16 hours per week for 15 weeks per semester is required (2 semesters for all programs except advanced standing, which is 2.5 semesters)
- Agency expectations for maintaining service continuity over breaks
- Student expenses: additional insurance, parking, transportation, etc

(Over)
I have discussed and understand the special requirements of the agency and associated costs. I agree to comply with the following:

- [ ] Central registry or other background checks
- [ ] Criminal history check/fingerprinting
- [ ] Negative TB Test
- [ ] Hep B test or waiver
- [ ] Physical exam
- [ ] Other______________________________

Comments: Factors influencing decisions to confirm or not confirm the placement.

__________________________________________________________________________
__________________________________________________________________________

I Agree/Disagree to the Student Placement (Circle One)

__________________________________________________________________________

Agency Representative/Field Instructor Signature  Date

I Agree/Disagree to the Placement and Specific Requirements (Circle One)

__________________________________________________________________________

Student Signature  Date

Return as soon as possible to:

The Field Education Office
Michigan State University
School of Social Work
655 Auditorium Road
Room 206 Baker Hall
East Lansing, MI 48824