

Michigan State University
College of Social Science
School of Social Work

PLACEMENT CONFIRMATION

STUDENT NAME _____
AGENCY & PROGRAM _____
ADDRESS _____
CITY & ZIP _____
PHONE _____
FIELD INSTRUCTOR(S) _____
FIELD INSTRUCTOR CREDENTIALS:
DEGREE _____ DEGREE INSTITUTION _____ YEAR _____
EMAIL _____
<input type="checkbox"/> NEW INSTRUCTOR <input type="checkbox"/> RETURNING INSTRUCTOR <input type="checkbox"/> 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,
- Required orientations, trainings, meetings, transportation requirements, etc
- Agency's mission, values, practiced conscience exemptions
- 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
- I understand that social work field education is a team effort and my Field Instructor and Liaison will be in communication with each other and with the Field Office as needed to discuss and support my progress.
- Agency's practices relevant to the MSU Anti-discrimination policy which prohibits discrimination on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.

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**

