**Prior to Site Visit**

1. Agency Full name:
2. County:
3. Agency address:
4. Agency website:
5. Agency Phone number:
6. Program site, for student practicum if different than location of site visit:
7. Contact person name:
8. Contact person phone number:
9. Contact person email address:

**During Site Visit**

**Learner Workspace**

Yes No Assigned Learner Workspace

Yes  No Access to phone

Yes  No Access to computer for email, progress notes, reports, etc.

**Learner Supervision**

Yes No Proposed field instructor earned a bachelor’s degree in Social Work from  
 an accredited social work program, if interested in supervising an  
 undergraduate social work student

Yes No Proposed field instructor earned a master’s degree from an accredited  
 social work program, if interested in supervising a graduate social work  
 student

Yes No Agency supports weekly face to face supervision for each learner  
 assigned to each field instructor

Yes  No Provide student(s) with safety information- internal & external

Yes No Provide student (s) with a secondary instructor when field instructor is  
 unavailable

**Learner Opportunities**

Yes No Access to supervised student worker-client interaction

Yes  No Access to independent, as appropriate, student worker-client interaction

Yes  No Assess to appropriate developmental tasks & projects

**After Site Visit**

Yes No Provisional Approval status of site as a field placement, if no or provisional,

If Provisional Approval, please explain

If no, please explain:

If yes, submit paperwork to obtain an Affiliation Agreement - completed

If yes, agency willing to accept students from the following program levels (*select all that apply*)

Undergraduate student (s)  
Graduate student (s)- Foundation  
Graduate student (s) – Concentration – two-year full-time program or four-year part-time  
 program  
Graduate student(s) – Concentration – Advanced Standing

Thoughts and/or supplemental information to support decision-making of field contact person:

Agency Site Visit conducted by: Choose an item.

Date of Site Visit: Click here to enter a date.