University of Maine
School of Social Work
5770 Social Work Building
Orono, ME 04469
Agency Information Form

1. Please print or type the following information about your agency:

   **Name of Agency:**
   **Division/Regional Office:**
   **Department/Unit:**
   **Address:**
   **City:**    **State:**    **Zip:**
   **Phone:**   **Fax:**   **E-mail:**
   **Agency Web Address:**
   **Head of Agency:**    **Title:**
   **Description of Services:**

2. Please print or type the following information about the field placement site. If you offer more than one
   program or section of your agency, please complete a separate form for each different site.
   **Program/Section Name:**
   **Address:**
   **City:**    **State:**    **Zip:**
   **Phone:**   **Fax:**   **E-mail:**

3. Please print or type the following information about the individual who should be contacted for all field
   placement activities at your agency.
   **Name:**
   **Address:**
   **City:**    **State:**    **Zip:**
   **Phone:**   **Fax:**   **E-mail**

4. Indicate the field placement experiences and assignments your agency can provide and the maximum number
   of students you can accommodate:
   a. Place a check box next to the major methods your agency can provide.
      - Casework
      - Administration
      - Groupwork
      - Policy Practice
      - Clinical
      - Community Organization

   b. This would be a suitable placement for:
      BSAW Students
      - Junior Year
      - Senior Year

   c. Indicate how many of each student you can accept:
MSW Students

1st Year
2nd year

5. Will student(s) be expected to work evenings or weekends? If yes, please specify.
No
Yes

6. Do students need their own cars for this placement?
No
Occasionally
Regularly

Is mileage reimbursed?
Yes
No

8. Please check all fields of practice in which your agency can provide placement experiences or assignments:
- Aging/Gerontology
- Child Welfare
- Community Planning/Organizing
- Corrections/Criminal Justice
- Developmental Disabilities
- Domestic Violence
- Family and Children Services
- Group Services
- Health
- International
- Mental Health
- Occupational/Industrial Social Work (EAP)
- Political Social Work/Legislative
- Public Welfare
- Rehabilitation
- Residential Services
- School Social Work
- Substance Abuse/Addiction Services
- Women’s Services
- Other (please specify):

9. Special conditions or considerations:

Please Return to:
Nancy A. Kelly
Field Director
University of Maine
School of Social Work
Orono, Me. 04469-5770
207-581-2378
Nancy.Kelly@umaine.edu