



AGENCY PROFILE

Date _____

1. Agency

Name of Agency _____

Agency Address _____

City, State, Zip _____

Phone _____

Website _____

Date Agency Established (if less than five years) _____

This agency is a

If Other, please explain:

Agency Administrator (name and title) _____

Agency Student Contact Person (name and email) _____

2. Agency Description: Briefly describe your agency, its philosophy, and its mission:

Does your agency have a Board of Directors?

If no, please explain how you ensure public/community accountability:

List all program areas where social work students might be placed

1. _____

4. _____

2. _____

5. _____

3. _____

6. _____



What client population(s) is/are served by your agency?

[Empty text box for client population]

3. Agency Information

What type of placement is appropriate for your agency?

Concurrent/Part-time (16-20 Hours/week) over 2 semesters

Block/Full-time (32-40 Hours/week) over 1 semester

Either part-time or full-time depending on program area

Please indicate which level of student your program(s) can provide training for (check all that apply):

BSSW MSW Foundation MSW Advanced Dual Degree

When may a student start their program? (Check all that apply):

Fall Spring Summer

Practicum Working Hours (Indicate the hours during which students can work with supervision):

Day Evening Weekend

Are there specific days the student would be expected to work?

If yes, which days and indicate daytime hours and/or evenings:

[Empty text box for specific days and hours]

Is there a dress Code?

If yes, please describe:

[Empty text box for dress code description]

Transportation: Car Required?

Agency Car Available?

Mileage Reimbursement?

If yes, amount per mile _____



Financial Support for Students?

Undergraduate Stipends: Amount per student, per semester: \$ _____

MSW Student Stipends: Amount per student, per semester: \$ _____

Stipulations:

4. **Insurance**

Does your agency have insurance which covers practicum students?

If yes, what kind, what amount, and what does it cover?

The University of Nebraska is self-insured for professional and comprehensive general liability in the amount of \$1, 000,000 and under policy, students in training (practicum) are covered while rendering service to others as part of their training programs.

5. **Health/Drug/Background Check & Testing Requirements:**

Does your agency require students to submit immunization records?

Does your agency require students background checks?

Does your agency require that students complete a drug screen?

6. **Nondiscrimination**

The School of Social Work adheres to the Council on Social Work Education (CSWE) affirmative action policy and plan regarding nondiscrimination. This policy, in part, promotes nondiscrimination, “on the basis of race, color, religion, creed, sex, gender identity, ethnic or national origin, sexual orientation, disability, or age.” Does your agency have any formal or informal policies which would prohibit your acceptance of any student as covered under the above definition of nondiscrimination?

If yes, please identify those classes you would exclude and summarize your policy statement below:

7. **Agency Accommodations**

Physical Facilities (check all that apply):

Administrative Support:

___ Private Student Office ___ Use of Computer

___ Shared Student Office ___ Individual Desk

___ Private Phone ___ Confidential Interviewing Area

___ Shared Phone ___ Accessibility and Supportive Services for Students



8. **Supervision Available**

Does your agency generally employ MSWs or Licensed Social Workers?

If No, is your agency willing to arrange for MSW or LCSW supervision for students?

9. **Types of Learning Experience Available**

The following are some of the major practicum tasks that students should experience. Students are expected to accomplish most of the suggested tasks; however, this listing is not inclusive of all experiences that would be appropriate. The School suggests that every attempt be made to incorporate the practicum tasks given below.

Approximately one third of the practicum assignments should be in direct services with clients, one third should be in indirect services, and the remaining one third may be flexibly assigned to include additional direct or indirect services or a combination of both. Students in the BSSW and MSW Foundation programs complete one learning contract encompassing the below tasks.

The UNO GASSW program has as Advanced Master's Social Work Program in addition to Dual Degree Master programs. Students in the Advanced Master's program complete one learning contract encompassing the below tasks. Students in a Dual Degree program (MSW/MPA, MSW/MPH, MSW/MCRCJ) are expected to develop one learning contract for each agency where they are completing their practicum (one focusing on direct practice the other on indirect practice). If the student is at one agency for their Dual Degree practicum, then only one learning contract needs to be completed by the student.

Direct Services: These include face to face and other contacts that support the provision of direct services/interventions for clients or client systems such as: case management; crisis services; assessment; brokering; personal advocacy and education; counseling; therapy in various formats (individual, couple, family, group, etc.); clinical case supervision; conferences and staffing; aftercare and follow-up; and evaluation of direct client services.

Indirect Services: These include assignments that: provide knowledge of agency policy and procedures; supervision and staff management such as work on task groups and staff development and training; planning process including assessment of community problems/needs; developing and implementing plans and programs; administration such as committee/board work and communication, policy issues, accountability, budgeting, etc.; organizing for social and political action; and other agency research.

A. Bachelor's Program (check all that apply):

Attend an agency orientation.

Provide direct services to individuals, or families.

Provide direct services to groups with a treatment, educational or developmental purpose.

Work with diverse clients (cultural, ethnic, racial, class, religion, age, gender, disability, life style).

Read relevant sections of the agency's policy and procedure manual.

Analyze policies, procedures, and social justice issues that affect populations served by the agency.

Read and discuss with the supervisor relevant articles, journal, or books that apply to the practicum setting.

Examine and apply the NASW Code of Ethics to the practicum setting.



- Participate in agency staff meetings.
- Facilitate or co-facilitate a task-oriented group, agency project or administrative task.
- Implement case management services with clients.
- Practice effective oral and written communication with clients, co-workers, supervisor, and other professionals.
- Discuss all cases with supervisor/participate in supervisory sessions.
- Discuss theories of human behavior and integration of classroom course content to practicum experiences with supervisor.
- Discuss theories of intervention with supervisor.
- Work with multi-disciplinary teams.
- Network with/contact other agencies and professionals.
- Attend professional trainings or workshops.
- Engage in and document indirect services on behalf of clients (brokering, advocacy, system change, planning, etc).
- Maintain appropriate client records/files in accordance with agency standards.
- Apply relevant computer skills to the practicum setting.
- Participate in research project(s).

B. Master's Foundation Program - Students with a Bachelor's Degree in another field (Check all that apply):

- Attend an agency orientation.
- Provide direct services to individuals, or families, and groups/maintain caseload.
- Provide direct services to groups with a treatment, educational or developmental purpose.
- Work with diverse clients (cultural, ethnic, racial, class, religion, age, gender, disability, life style).
- Read relevant sections of the agency's policy and procedure manual.
- Recognize policies, procedures, and social justice issues that affect populations served by the agency.
- Read and discuss with the supervisor relevant articles, journal, or books that apply to the practicum setting.
- Examine and apply the NASW Code of Ethics to the practicum setting.
- Conduct initial intake/screening/assessment interviews with clients.
- Attend and participate in appropriate agency staff meetings.
- Manage at least one task-oriented group, agency project or administrative task.
- Manage at least one treatment, developmental, or educational group.
- Implement case management services with clients.
- Practice effective oral and written communication with clients, co-workers, supervisor, and other professionals.
- Develop a professional communication style through assigned tasks.
- Discuss all cases with supervisor/participate in supervisory sessions.
- Discuss theories of human behavior and integration of classroom course content to practicum experiences with supervisor.



- Discuss theories of intervention with supervisor.
- Discuss with supervisor personal issues/obstacles that impact the student's agency performance.
- Work with multi-disciplinary teams.
- Network with/contact other agencies and professionals.
- Attend professional trainings or workshops.
- Engage in and document indirect services on behalf of clients (brokering, advocacy, system change, planning, etc).
- Maintain appropriate client records/files in accordance with agency standards.
- Apply relevant computer skills to the practicum setting.
- Participate in research project(s).

C. Advanced Master's Program

MSW Advanced Basic Tasks (Check all that apply):

- Attend an agency orientation.
- Provide direct services to individuals, families, and groups/maintain caseload.
- Work with diverse clients (cultural, ethnic, racial, class, religion, age, gender, disability, lifestyle).
- Read relevant sections of the agency's policy and procedure manual and describe the agency mission, policy, and services as related to social work practice.
- Recognize policies, procedures, and social justice issues that affect populations served by the agency.
- Read and discuss with the supervisor relevant articles, journal, or books that apply to the practicum setting.
- Examine and apply the NASW Code of Ethics to the practicum setting.
- Attend and participate in agency staff meetings.
- Conduct initial intake/screening/assessment interviews with clients.
- Implement case management services with clients.
- Develop group program that fits agency mission and clientele.
- Prepare written assessments.
- Practice effective oral and written communication with clients, co-workers, supervisor, and other professionals.
- Discuss all cases with supervisor/participate in supervisory sessions.
- Discuss theories of human behavior and integration of classroom course content to practicum experiences with supervisor.
- Discuss theories of intervention with supervisor.
- Discuss transference and counter-transference issues with supervisor.
- Present cases in team or staff meetings.
- Work with multi-disciplinary teams.
- Provide professional development/training/etc for agency/community.
- Network with/contact other agencies and professionals.
- Attend professional trainings or workshops.



- Engage in and document indirect services on behalf of clients (brokering, advocacy, system change, planning, etc).
- Maintain appropriate client records/files in accordance with agency standards.
- Apply relevant computer skills to the practicum setting.
- Participate in research project(s).

MSW Advanced Clinical Tasks (Check all that apply):

- Provide face-to-face brief counseling with direct services or as part of crisis intervention to individuals, families, and/or groups.
- Provide planned short-term and ongoing counseling/therapy to individuals, families, and/or groups.
- Conduct psychosocial assessments/history with clients.
- Lead/co-lead therapy or psycho-educational group.
- Prepare case conceptualization, including theoretical perspective, DSM/ICD diagnosis, and treatment plans.
- Discuss case assessment including theoretical perspective, DSM/ICD diagnosis and intervention modalities/strategies.
- Monitor implementation of treatment plans and client progress.
- Discuss and implement ethical decisions in case assignments.
- Discuss with supervisor personal obstacles, transference, and counter-transference in cases.
- Discuss theories of clinical intervention with supervisor.
- Prepare formal written evaluation of practice with at least one case, including case assessment, methodology, outcomes, and recommendations.

MSW Advanced Administrative/Policy/Advocacy Tasks (Check all that apply):

- Seek funding sources appropriate for the practicum setting and write a grant to obtain funding.
- Participate in fundraising efforts, including observing executive director meet with donors, attending guild/auxiliary meetings, and assisting with fundraising events.
- Participate in public relations initiatives, including attending radio, television, or live presentations about the agency's programs.
- Advocate for policies, interventions, and strategies to address oppression and discrimination faced by population served by the practicum setting.
- Discuss supervision styles and analyze various approaches with supervisor.
- Demonstrate leadership skill in managing caseload, projects, programs.
- Assess agency employment policies and discuss with supervisor.
- Conduct an environmental scan to understand political, economic, socio-cultural and technical issues that affect agency programs and future planning.
- Collaborate with stakeholders and constituencies to mobilize and coordinate agency and/or community resources.
- Assess agency and/or community needs, using needs assessment methodology.
- Formulate policies, proposals, and/or plans that address social problems and human needs.
- Design and develop effectiveness-based programs.



- Evaluate the implementation, outcome, and impacts of policies, plans, and programs.
- Plan and/or implement staff development and training programs.
- Complete legal research, develop legislative proposals, and lobby for a program or cause.
- Serve as aide to senator.
- Assist in writing an agency budget.

10. **Potential Instructors** Please attach a Practicum Instructor Application for each person listed.

NAME	Profession, License(s), License Number(s)
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

11. **Supplemental Agency Information:**

We are interested in knowing the possible experiences students might receive at your agency, so we can better identify which student(s) might be a good match for you.

1. What therapy models can students learn about and practice at your agency?

- | | |
|--|--|
| <input type="checkbox"/> structural family therapy | <input type="checkbox"/> behavior modification |
| <input type="checkbox"/> home based family services | <input type="checkbox"/> client centered therapy |
| <input type="checkbox"/> cognitive behavior therapy | <input type="checkbox"/> solution-oriented brief therapy |
| <input type="checkbox"/> crisis intervention | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> psychodynamic (ego psychology/object relations) | |

2. What therapy format/skills can students learn about and practice at your agency?

- | | |
|--|--|
| <input type="checkbox"/> individual therapy | <input type="checkbox"/> lead psycho-educational groups (life skills; parent training) |
| <input type="checkbox"/> group therapy | <input type="checkbox"/> lead social development groups |
| <input type="checkbox"/> family education | <input type="checkbox"/> take a psychosocial history |
| <input type="checkbox"/> family therapy | <input type="checkbox"/> complete a comprehensive assessment |
| <input type="checkbox"/> couples therapy | <input type="checkbox"/> complete a treatment plan |
| <input type="checkbox"/> lead support/self-help groups | <input type="checkbox"/> child protective services investigation |
| <input type="checkbox"/> other _____ | |

3. For what types of opportunities among individuals and/or families can the student provide direct services?

- | | |
|--|---|
| <input type="checkbox"/> life stages and transitions | <input type="checkbox"/> housing/homelessness |
| <input type="checkbox"/> crisis | <input type="checkbox"/> unemployment/underemployment |
| <input type="checkbox"/> disaster relief | <input type="checkbox"/> immigrant status |
| <input type="checkbox"/> child abuse/neglect | <input type="checkbox"/> underrepresented populations |
| <input type="checkbox"/> family violence | <input type="checkbox"/> school related issues |
| <input type="checkbox"/> sexual assault/abuse | <input type="checkbox"/> domestic violence issues |
| <input type="checkbox"/> sexually transmitted diseases | <input type="checkbox"/> behavioral health addictions |
| <input type="checkbox"/> substances abuse | <input type="checkbox"/> healthcare |



- family dysfunction
- attachment problems
- grief and loss
- relapse/relapse prevention
- end of life issues
- coping with chronic illness
- coping with acute illness
- family members and person with disabilities
- ethical issues/decisions making in medical situations
- mental health issues in adults
- mental health issues in children
- physical illness/disability of parents
- physical illness/disability of children
- intellectual disability
- out of home care
- fertility/family planning
- adoption (international/special needs)
- health insurance
- criminal justice
- delinquency
- police and law enforcement
- neighborhood violence
- neighborhood lack of resources
- LGBTQIA2S+
- relationships (couple/martial)
- divorce/custody
- blended families
- high-risk pregnancies
- unplanned pregnancies
- poverty
- family planning
- older adults
- public assistance
- other _____

4. What type of information and/or referral services can a student provide to clients/patients served by your agency?

- information on prevention strategies in maternal/child health
- information on prevention strategies in chronic diseases
- information on prevention strategies for child abuse
- information about domestic violence
- information about addictions/substance abuse
- information about treatment and services available
- information about health insurance coverage/managed care
- information on patient diagnosis
- information about dual diagnosis
- information about medication usage
- referral for ancillary services
- referral to vocational rehabilitation
- referral for community mental health services
- referral for community living
- family education
- psychiatric emergency/involuntary admission
- referral for financial assistance
- referral to psychiatric care
- referral for law enforcement
- referral to child protective services
- referral to home health care
- referral to short term care
- referral to long term care
- service coordination
- referral to long term care
- service coordination
- discharge planning
- patient education
- patient education groups
- coordination with law enforcement
- other _____

5. Can students obtain counseling/therapy/relapse prevention experiences with patients and/or their families around the following mental health issues? (Check all that apply)

- anxiety
- mood disorders
- schizophrenia and other psychoses
- adjustment disorders
- personality disorders
- sexual dysfunctions
- somatoform disorder
- gender dysphoria
- dissociative disorders
- infant/childhood mental health issues
- delirium, dementia disorders
- organic brain dysfunction
- substance related disorders
- behavioral health addictions
- other _____



6. What experiences with indirect services on behalf of persons served by the agency are available to students placed at your agency? (Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> system advocacy | <input type="checkbox"/> recruitment of volunteers |
| <input type="checkbox"/> policy analysis | <input type="checkbox"/> recruitment of foster/adoptive parents |
| <input type="checkbox"/> policy development | <input type="checkbox"/> needs assessment |
| <input type="checkbox"/> lobbying | <input type="checkbox"/> program development |
| <input type="checkbox"/> neighborhood organizing | <input type="checkbox"/> grant writing |
| <input type="checkbox"/> multidisciplinary team membership
(not specific to client) | <input type="checkbox"/> fundraising |
| <input type="checkbox"/> collaboration with other professionals | <input type="checkbox"/> budgeting |
| <input type="checkbox"/> program planning | <input type="checkbox"/> committee work |
| <input type="checkbox"/> evaluation of direct services provided | <input type="checkbox"/> work with the board |
| <input type="checkbox"/> criminal justice system consultation | <input type="checkbox"/> agency research |
| <input type="checkbox"/> supervision of staff | <input type="checkbox"/> development of written material such as
training manuals/program materials |
| <input type="checkbox"/> supervision of volunteers | <input type="checkbox"/> neighborhood development |
| <input type="checkbox"/> staff training | <input type="checkbox"/> recreation programs/youth development |
| <input type="checkbox"/> volunteer training | <input type="checkbox"/> arranging mentoring |
| <input type="checkbox"/> foster parent training | <input type="checkbox"/> arranging housing |
| <input type="checkbox"/> other _____ | |

This form has been completed by: Name _____ Phone (_____) _____
Signature _____

Thank you for taking the time to complete this form. Please send this completed form and any other accompanying agency brochures to:

Konnie Kirchner, Practicum Coordinator
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 Telephone (402) 554-2797
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