REQUEST FOR AFFILIATION AGREEMENT

Name of Facility: _______________________________________________________

Address: ______________________________________________________________

Contact Person: _________________________________________________________

Title: _________________________________________________________________

Telephone No: _________________________________________________________

Email Address: _________________________________________________________

The above person has been contacted regarding proposed request: Yes____ No____

Baccalaureate Degree Program________ Master’s Degree Program________

Students will be allowed in the Facility during the following academic period(s) (please check appropriate academic period(s)):

Fall Semester________(BSW and/or MSW student)

Spring Semester________ (BSW and/or MSW students)

Summer Semester_______ (MSW students)

_The program with the Facility may be terminated by either party upon giving ________
Month(s) advanced written notice to the other party._

Affiliation Agreement Requested by: _________________________________

Name/Title ________________ Telephone ________________________________

Recommended Approval:

________________________________       _________________________________
Department Chair       Date                         Academic Dean       Date
AGENCY REQUEST FOR AFFILIATION AGREEMENT
DEPARTMENT OF SOCIAL WORK
UNIVERSITY OF TEXAS AT EL PASO

Name of Agency: ________________________________________________________

Name of Contact at Agency: ______________________________________________

Agency Director: _______________________________________________________

Address of Agency: _____________________________________________________

______________________________________________________________________

______________________________________________________________________

Telephone Number: _____________________________________________________

Email Address: _________________________________________________________

Number of BSW students for which agency can provide field instruction: _______

Number of MSW students for which agency can provide field instruction: _______

Types of Client Served: __________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

Language Preference(s) of Clients: _________________________________________

Social Work Services Provided to Clients: _________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________
Workload Description (tasks) for Field Instruction Students

Groups: ________________________________________________________

Families: _______________________________________________________  

Individuals: ____________________________________________________  

Organizations: ____________________________ _______________________

Community: _____________________________________________________

Other: __________________________________________________________

Please provide a comprehensive weekly (16 hour) schedule you expect the social work student to be assigned to by the end of the fall semester:
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Please provide a comprehensive weekly (16 hour) schedule you expect the social work student to be assigned to by the end of the spring semester:
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Is a car required for student to perform duties associated with field placement? Yes_____No_____

If yes, does agency reimburse for mileage? Yes_____No_____
If yes, does agency provide vehicle for transportation? Yes_____No_____

Is the student required to provide services in languages other than English? Yes_____No_____  
If yes, please specify which languages: ________________________________

Does your agency work with interns from other disciplines or program (e.g., criminal justice, urban planning, other social work programs)? Yes_____No_____  
If yes, how many per semester (on average)? ______________

What disciplines/programs? _________________________________________
Which of the following learning experiences will the agency provide each student? Check Yes or No

1. Writing Skills
   a. Social histories (or equivalent)_____________________          ___     ___
   b. Progress notes (or equivalent)_______________________          ___     ___
   c. Care Plans (or equivalent)___________________________          ___     ___
   d. Discharge summaries (or equivalent)__________________          ___     ___
   e. Process recordings______________________________          ___     ___
   f. Letters
g. Memorandums
e. Newsletter (or equivalent)____________________________          ___     ___
f. Other (specify)______________________________          ___     ___

2. Use of Computer Equipment ____________________________          ___     ___
   a. to complete documentation                                 ___     ___
   b. to conduct literature searches                            ___     ___
   c. to provide social work services                          ___     ___
   d. to use specific software , please specify:               ___     ___

3. Interviewing Skills
   a. Reflective listening ____________________________          ___     ___
   b. Reinforcement ________________________________          ___     ___
   c. Summarization ______________________________          ___     ___
   d. Confrontation ___________________________              ___     ___
   e. Interpretation ________________________________          ___     ___
   f. Dealing with hostility ________________________________          ___     ___
g. Other (specify) ________________________________          ___     ___

4. Cultural Competency Skills

5. Linguistic Competency Skills

6. Ethical Decision-Making Skills

May 2010
7. Related Skills

a. Advocacy ________________________________ ___ ___
b. Use of language and professional terminology _______ ___ ___
c. Use of assessment tools (e.g., DSM-IV, AODA, State
   Statuses, Corrections Client Management Classification) ___ ___
d. Court observation/testimony _____________________________ ___ ___
e. In-service presentation to colleagues _________________ ___ ___
f. Community organization activities _________________________ ___ ___
g. Work with transnational, translingual populations ___ ___

Do you foresee any barriers to student learning at your agency? ___ ___

If yes, what barriers do you foresee and how will they be resolved?

________________________________________________________
________________________________________________________
________________________________________________________

Criminal Background Checks and Drug Screening

A number of agencies in which we place students in internships require formal criminal background checks. These agencies include all State of Texas agencies, all schools, and all hospital settings. In addition, most of the agencies that are health related or criminal justice-related require drug screening.

In Texas, social work professional practice is regulated by the Texas State Board of Social Work Examiners. A formal criminal background check is not required; however it is required to report all arrests and convictions prior to being eligible to sit for the board examination. It is also required that currently licensed social workers report any new arrests or convictions. Social Workers who are employed by state agencies in Texas must pass a criminal background check as a condition of employment. This is also true for federal agencies such as the Veteran’s Administration.

Does your agency require a Criminal Background Check? Yes____ No____

If your agency requires a Criminal Background Check, does your agency pay for it? Yes____ No____

Does your agency require a Drug Screening? Yes____ No____

If your agency requires a Drug Screening, does your agency pay for it? Yes____ No____
Names of Lead Field Instructor, social work Field Instructors, and Task Supervisors assigned to work with the social work student:

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<tr>
<th>NAME</th>
<th>POSITION</th>
<th>DEGREE and LICENSE:</th>
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Accreditation standards require two year practice experience post-BSW, MSW.

____________________________  ______________________
Signature: Agency Director          Date

PLEASE SEND APPLICATION TO:

Coordinator of Field Instruction
Department of Social Work
1101 N. Campbell St.
University of Texas at El Paso
El Paso, Texas 79902