

**SAMPLE AGENCY REPORT (FULL)**  
**2004-2005**

AGENCY: ACME MEDICAL CENTER

DATE: June/2005

FIELD ADVISOR: Sally Mendell

I. Agency Description

Acme Medical Center is a voluntary community hospital located in Bay Ridge, Brooklyn. The hospital serves the Sunset Park, Bay Ridge and Park Slope communities. This was the first year CUSSW had students placed at Acme Medical Center.

This year there were three first year Direct Practice students placed here. All the students had primary and secondary placements. This year, placements were in the inpatient Rehabilitation Unit, the outpatient HIV/AIDS clinic, and the inpatient Infant and Maternal Care (Obstetrical) unit. Secondary placements were in the HIV/AIDS clinic, the inpatient pediatric clinic, and a community-based housing program for elderly clients.

This year one of the first year students placed here was asked to leave the placement within the first month of school. The student went to the COS and decided to withdraw from CUSSW before the Committee meeting. Despite the difficulty in the match with this student and the (new) field instructor, the field instructor took on another student in November and she (and the student) had a successful year.

II. Agency Commitment to Field Instruction

Acme Medical Center has had social work students for several years from other schools of social work and the social work department has a clear and strong commitment to education and training. The educational coordinator, Ms. Finnie Balconies, led educational seminars and meetings for the student unit that combined students from all the schools.

The quality of the field instruction was generally very good. Since they were all new, the field instructors utilized the field advisor and the educational coordinator for consultation and support frequently and appropriately. The field instructors and the educational coordinator were all committed to training and were available to students. The students generally appreciated having the opportunity to have multiple placements, although the integration of the two placements was typically demanding.

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### III. Future Plans

This site has been designated next year as a placement for second year students. If there is not sufficient interest by second year students, it would certainly continue to be an excellent placement for first year students as well.

This is a very solid placement with a great variety of learning opportunities, diverse service and practice areas, good field instruction, and a strong commitment to training and education. The social work department is interested in continuing to develop and expand the CUSSW involvement. Since all the field instructors are new, they can continue to benefit from consultation, support, and supervision on field instruction both in-house and through work with the field advisor.

**SAMPLE AGENCY REPORT 2 (BRIEF)  
2004-2005**

AGENCY: Associated Family Service  
One Day At A Time Counseling Service, Richmond Hill

DATE: May/2004

FIELD ADVISOR: Judith Freeman

TYPE: Two Second Year CP Slots

I. Agency Description

See earlier reports for full description.

II. Educational Opportunities

Students will receive strong clinical experience, working with individuals, adolescents, families and groups. Students are exposed to a case management model which emphasized prevention, i.e., to improve care and support services for emotionally disturbed children. Experience is also obtained in working with clients in a home setting. The students participate in outreach and working with clients on a long-term basis. Extensive contact and interaction with collaterals is utilized. As a result, advocacy skills are honed and knowledge pertaining to social systems is obtained.

In-house ongoing training is provided via participation in a clinical supervision group. And students participate weekly in team meetings.

III. Field Instruction

Field Instruction is excellent. Jane doe is knowledgeable, accessible, and assumes the role of teacher. She is grounded in appropriate theory, purpose, goal/objective formulation, and intervention techniques/strategies. Supervisory sessions are structured, focused, and substantive and serve as a valuable learning mechanism for the student. One student worked under a task supervisor. Communication and coordination between field instructor and task supervisor was excellent.