

**COLUMBIA UNIVERSITY SCHOOL OF SOCIAL WORK
DEPARTMENT OF FIELD EDUCATION**

SLOT REQUEST FORM

Please complete one for each Field Instructor. At the end of the form there is a key for abbreviations in the event you are unfamiliar with our terminology. Thank you.

AGENCY _____

ADDRESS _____

TELEPHONE _____ **E-MAIL** _____

EDUCATIONAL COORDINATOR _____

LMSW? Yes No

LCSW? Yes No

HIGHEST DEGREE: _____ **SCHOOL:** _____

TELEPHONE _____ **E-MAIL** _____

FIELD INSTRUCTOR _____

LMSW? Yes No

LCSW? Yes No

HIGHEST DEGREE: _____ **SCHOOL:** _____

TELEPHONE _____ **E-MAIL** _____

Please indicate if placement site is at a different location than Agency

SITE ADDRESS _____

E-MAIL ADDRESS _____

Placement Description _____

METHOD: Please indicate the number of students request for each method

DP _____ CP _____ AGP _____ SEA _____ POL _____

SPECIAL NEEDS: Please indicate any special needs; if you have any others, please note.

Special Hours/Days Y N **Day** _____ **Reason** _____

Needs car Y N **Language required** Y N

Language _____ **Reason** _____

Physical Exam Y N **Special tests** _____

Fingerprinting Y N

Stipend available Y N

If yes, amount of stipend: _____

Other considerations: _____

Has Field Instructor supervised graduate MSW students before? Y N

CUSSW students? Y N

Does Field Instructor require Seminar in Field Instruction (SIFI)? Y N

Seminars are offered for DP/CP on Tuesday , Wednesday , and Thursday AM only.
Please check any day(s) that are NOT possible.

AGP and SEA seminars are only offered one morning either Tuesday , Wednesday , or Thursday (to be determined).

**ALL STUDENTS ARE IN FIELD PLACEMENT ON MONDAYS.
FIRST YEAR STUDENTS MUST BE IN CLASSES ON WEDNESDAY AND FRIDAY.
SECOND YEAR CLASSES ARE TUESDAYS AND/OR THURSDAYS.**

ABBREVIATIONS:

- AGP Advanced Generalist Practice; students work from case to cause and have both clinical and administrative/program development and implementation assignments
- CP Clinical Practice; second year method where students work in the clinical area honing skills with individuals, groups and families
- DP Direct Practice; the basic first year method
- POL Policy; students work in policy analysis, advocacy, lobbying and other analytic tasks
- SEA Social Enterprise Administration; students work exclusively in administration

Please mail or fax this form to:

**CUSSW
FIELD EDUCATION DEPARTMENT
1255 Amsterdam Ave, Room 511
New York, NY 10027
(212) 851-2307**

Fax: (212) 851-2330