

SONIA How-To for Agencies: Practicum Proposal Form

1. Review the instructions. All sections required to be completed by the agency are highlighted in orange. All fields marked with an asterisk are required fields. The purple sections are only required for students proposing an Employment Based Practicum.

MSW Online Practicum Proposal Form

OVERVIEW
In order for a student to begin their MSW practicum, the agency and placement opportunity needs to first be reviewed and approved by the UMSSW Field Education Program. Completing this Practicum Proposal Form is part of that process.

INSTRUCTIONS

Agency Field Instructor (AFI)

Please complete this form to be considered as a field agency for the upcoming academic year. The Field Education Team will review the information provided by both you and the student to ensure placement criteria and requirements are met. Upon approval, the Field Education Team will be in touch with next steps and placement agreement documents.

- Move through this form and review the information provided by the student. After each section you will be asked to approve the information and, if required, add changes or comments.
- All sections required by you are highlighted in orange.
- When you are done with the form, please make sure to click **SUBMIT** at the very bottom. You will see a green "form successfully actioned" message.

For more information about the field placement process and additional resources, please visit our website and review the information attached to this email. The UMSSW Field Education Team is always available to answer questions or concerns throughout this process. Please do not hesitate to reach out: umssw.onlinemswfield@umontana.edu

Thank you in advance for your interest in social work field education and supporting our student's professional development.

2. Please review the information provided by the student. After each section you will be asked to approve the information and/or suggest changes/ additions.

If you have to return to the form to complete at a later time, you can hit "SAVE DRAFT" at the bottom of the form.

Agency Field Instructor Contact Information Review
Please review the information above for accuracy and indicate you have reviewed below. If there are edits or additions to this information, please provide that below.

I have reviewed the information above and indicated any changes/additions to the right.
 Yes No

Please indicate any changes/additions in the space below.

3. At the end of the form you are asked to provide some quick additional information before submitting the form. Click on "AGENCY FIELD INSTRUCTOR SUBMIT" to submit the agency section of the form. (Note: The "Agency Field Instructor Submit" must be clicked to indicate the form is complete.

Agency Field Instructor Signature
By typing your name below and clicking the submit button below, you indicate you have reviewed all sections of this form, indicated necessary changes and that information provided is accurate.

Save Draft | Agency Field Instructor Submit

4. Following completion of the Practicum Proposal Form, the Field Education Team will be in touch with you to schedule a brief follow up meeting and/or communicate via email to ensure there are no open questions or additional support needs.