

Florida Gulf Coast University
College of Professional Studies
Division of Social Work

2009-2010

Dear MSW Applicant:

I am pleased that you are considering our Master of Social Work Program in Clinical Community Practice at Florida Gulf Coast University. An application packet for the full-time program, the advanced standing program, and part-time program is enclosed, including a checklist of necessary materials to facilitate the process. Transfer students must also complete an application packet. It is imperative that EVERY ITEM IS COMPLETED AND CHECKED BEFORE YOUR APPLICATION IS RETURNED TO GRADUATE STUDIES.

Carefully read information and instructions on each form and submit all materials in one envelope. Use the enclosed *Checklist of Applications Materials* to help guide the process. Incomplete applications will not be reviewed.

Applications should be submitted to:

Florida Gulf Coast University
Graduate Studies
10501 FGCU Blvd. South
Ft. Myers, FL 33965-6565

The Office of Graduate Studies will forward completed application packets to the Division for Social Work for processing.

The deadline for applications is February 15, 2010, for Fall 2010 admission. Please do not hesitate to direct questions regarding the enclosed application materials to the MSW Program Coordinator at mhart@fgcu.edu or (239) 590-7839. We look forward to working with you.

Sincerely,

Mary Hart, PhD, MSW
Interim Director, Division of Social Work
MSW Coordinator
College of Professional Studies

CHECKLIST of Application Materials

Below you will find a list of the required forms, prerequisite courses, etc. that are necessary in order to submit a completed application. Check off each item as you complete it and fill in the blanks with the appropriate information requested. Please remember that this is a self-managed application, and it is your responsibility to see that all of the materials listed below are sent together in the same envelope. This will assist us in admitting applicants in a timely manner. You understand that if all parts of the application are not complete, your application may not be processed.

_____	\$30.00 Application Fee (except current or recent graduates of FGCU)	
_____	FGCU Graduate Application	
_____	Immunization Form	
_____	1. Letter of Recommendation with Summary Evaluation page	
_____	2. Letter of Recommendation with Summary Evaluation page	
_____	3. Letter of Recommendation with Summary Evaluation page	
_____	MSW Program Application	
_____	Personal Narrative	
_____	GRE	date taken _____
		OR
_____	Miller's Analogies Test	date taken _____
		Request score to be sent to MSW Program
_____	Undergraduate Transcripts	date requested _____
		date requested _____
		date requested _____
_____	Graduate transcript	date requested _____

Additional: For Advanced Standing Applicants:

_____	Advanced Standing Supplemental Application Packet
_____	BSW Field Performance Evaluation

If you have any questions about the acceptability of certain course for the prerequisite requirements please enclose a copy of the syllabus or course description with your application materials. Applications will not be reviewed if the prerequisite requirements have not been met, or if you have not stated your intention to complete these prerequisites prior to enrollment.

FGCU MSW PROGRAM

PROGRAM DESCRIPTION

The master of Social Work (MSW) program prepares graduates with a solid liberal arts foundation, and specialized clinical intervention skills to work with individuals, families, and groups for an expanded clinical role that integrates political and social action skills of community practice. This multi-focused clinical and community practice approach serves as the cornerstone for an expanded concept of clinical intervention.

The MSW Program at FGCU offers Full-time, Advanced Standing, and Part-time programs. The Full-time program is completed in two (2) academic years (4 consecutive semesters) with some courses available during summer sessions. In the Advanced Standing program a maximum of 30 credit hours may be granted in lieu of the courses in the foundation year of the program to students who have graduated from CSWE accredited baccalaureate programs and who meet special admissions requirements. The Part-time program begins in the fall of each year, and students complete the foundation year and concentration year courses over a four (4) year period.

ADMISSION REQUIREMENTS

- Bachelor's degree from a regionally accredited university prior to matriculation.
- Minimum cumulative grade point average of 3.0 on a 4.0 scale
- Evidence of broad course work in the liberal arts
 - 6 credits General Science (must include Human Biology)
 - 6 credits English Composition
 - 6 credits Humanities
 - 6 credits Social Sciences
 - 6 credits Quantitative Math (including statistics)
 - 3 credits Research Methods
- 3 letters of recommendation (recommend social work professional, professor, volunteer or paid employer from the human service field)
- Recent (within past 5 years) test scores from either Graduate Record Exam (GRE) or Miller Analogies Test (MAT). Please request scores sent to MSW Program.
- 1 year of work or volunteer experience related to social work or its equivalent as determined by the Admissions Committee
- Personal interview may be required
- FGCU Graduate Application
- 1 official copy of all undergraduate transcripts, including GPA on undergraduate work. If graduate courses or programs have been completed, please include transcripts of those as well.
- MSW Application
- Biographical statement
- \$30.00 application fee

TRANSFER CREDIT

The Division of Social Work has formal policies and procedures concerning the transfer of credit from other accredited colleges and universities, including the transfer of credit from other CSWE accredited social work programs. Student's "life" or work experience is highly valued by faculty of the School of Social Work. However, neither classroom nor practicum course credit will be granted for such "life" experience, even when it relates directly to social work.

A student who has previously earned graduate level credit from a Master of Social Work program accredited by the Council on Social Work Education may submit her or his transcript as part of the application process.

A student may request that a course taken prior to enrollment in the MSW program be accepted as a substitute for a social work elective course provided the course meets certain criteria as determined by the Admission Committee. The determination of elective credit will be made after the student has been admitted to the program.

TRANSFER STUDENTS POLICY

Florida Gulf Coast University (FGCU) has formal policies and procedures for the transfer of credits from other accredited colleges and universities, including the transfer of credit from other CSWE accredited Master's degree programs. The MSW program seeks to prevent duplication of academic content by recognizing prior educational achievement.

Transfer of credit from another accredited Social Work Program requires a final grade of "B" or better and approval of the Chair of the Admissions Committee. The Chair reviews transfer requests on a case-by-case basis and may request the course syllabus or course description so that it may be compared to the equivalent course at FGCU. The faculty member who teaches the course at FGCU may be consulted. Students may also be asked to provide details regarding course content and examples of written work.

The following FGCU criteria are taken into consideration before accepting a transferring student:

With the approval of the college/program, a student may transfer credit from a regionally accredited college or university (or other approved institution in accordance with Florida statute or rule) into the graduate college/program at FGCU. Transfer of credit is contingent upon review of appropriate documentation from the student's prior courses, including transcripts and course syllabi. (2008-2009 FGCU Catalog, p. 36)

The guidelines concerning transfer of graduate credit points out:

- Unless otherwise specified in college/program policy, up to 12 graduate-level credits may be transferred into the college/program and applied toward the degree.
- A grade of "B" (3.0 on a possible 4.0 scale) or higher is required.
- Courses must be applicable toward the graduate degree being sought at Florida Gulf Coast University as determined by the college/program. (FGCU 2008-2009 Catalog, p.36)

A limited number of transfer students are admitted to the MSW program each year. Students may request that courses taken prior to enrollment in the FGCU MSW program be

accepted as substitute for social work elective courses. The following rules will apply in such cases:

1. The course was graduate level and offered by an accredited college or university
2. The course was taken in a CSWE accredited MSW Program
3. The course bears direct relevance to the master's level of social work education
4. The course was not used to meet requirement for another degree
5. The student earned a grade of "B" or better and provides an official transcript attesting to that fact.
6. The course was completed within five years prior to admission to the MSW program at FGCU.

Full-Time, Two-Year Program

Foundation Year

Fall Semester	Hours	Spring Semester	Hours
SOW 6235: Social Welfare and History	3	SOW 6236: Social Policy Analysis	3
SOW 6105: Human Behavior in the Social Environment I: Micro	3	SOW 6106: Human Behavior and the Social Environment II: Macro	3
SOW 6305: Social Work Practice I	3	SOW 6306: Social Work Practice II	3
SOW 6532: Field Education I	3	SOW 6405: Research I: Methods	3
		SOW 6533: Field Education II	3
TOTAL	12	TOTAL	15

Concentration Year

Fall Semester	Hours	Spring Semester	Hours
SOW 6616: Advanced Clinical Practice with Individuals	3	SOW 6180: Community Organization	3
SOW 6124: Psychopathology in Clinical Practice	3	SOW 6611: Advanced Clinical Practice with Families and Couples	3
SOW 6435: Research: Practice Evaluation	3	SOW 6344: Advanced Clinical Group Practice	3
SOW 6535: Field Education III	3	SOW 6369: Advanced Practice Seminar	3
		SOW 6537: Field Education IV	3
TOTAL	12	TOTAL	15

In addition to the above 54 hours, students must take six (6) hours of approved social work electives. Electives will be available each semester, including summer semesters.

Total number of hours required for graduation: 60

Full-Time – Advanced Standing Program

Fall Semester	Hours	Spring Semester	Hours
SOW 6616: Advanced Clinical Practice with Individuals	3	SOW 6180: Community Organization	3
SOW 6124: Psychopathology in Clinical Practice	3	SOW 6611: Advanced Clinical Practice with Families and Couples	3
SOW 6435: Research: Practice Evaluation	3	SOW 6344: Advanced Clinical Group Practice	3
SOW 6535: Field Education III	3	SOW 6369: Advanced Practice Seminar	3
Social Work Elective	3	SOW 6537: Field Education IV	3
TOTAL	15	TOTAL	15

Total number of hours required for graduation: 30

Part-Time – Four Year Program

Foundation Year – Part-time

Year One

Fall Semester	Hours	Spring Semester	Hours
SOW 6235: Social Welfare and History	3	SOW 6236: Social Policy Analysis	3
SOW 6105: Human Behavior in the Social Environment I: Micro	3	SOW 6106: Human Behavior and the Social Environment II: Macro	3
TOTAL	6	TOTAL	6

Year Two

Fall Semester	Hours	Spring Semester	Hours
SOW 6305: Social Work Practice I	3	SOW 6405: Research I: Methods	3
SOW 6565: Field Education I A	2	SOW 6306: Social Work Practice II	3
		SOW 6554: Field Education I B	2
TOTAL	5	TOTAL	8

Summer Semester	Hours
SOW 6552: Field Education I C	2

Concentration Year – Part-time

Year Three

Fall Semester	Hours	Spring Semester	Hours
SOW 6616: Advanced Clinical Practice with Individuals	3	SOW 6180: Community Organization	3
SOW 6124: Psychopathology in Clinical Practice	3	SOW 6611: Advanced Clinical Practice with Families and Couples	3
TOTAL	6	TOTAL	6

Summer Semester	Hours
SOW 6566: Field Education II A	2

Year Four

Fall Semester	Hours	Spring Semester	Hours
SOW 6435: Research II: Practice Evaluation	3	SOW 6344: Advanced Clinical Group Practice	3
SOW 6570: Field Education II B	2	SOW 6369: Advanced Practice Seminar	3

		SOW 6571: Field Education II C	2
TOTAL	5	TOTAL	8

In addition to the above 54 hours, students must take six (6) hours of approved social work electives. Electives will be available each semester, including summer semesters.

Total number of hours required for graduation: 60

Part-Time – Advanced Standing Program

Year One

Fall Semester	Hours	Spring Semester	Hours
SOW 6616: Advanced Clinical Practice with Individuals	3	SOW 6180: Community Organization	3
SOW 6124: Psychopathology in Clinical Practice	3	SOW 6611: Advanced Clinical Practice with Families and Couples	3
TOTAL	6	TOTAL	6

Summer Semester	Hours
SOW 6566: Field Education II A	2

Year Two

Fall Semester	Hours	Spring Semester	Hours
SOW 6435: Research II: Practice Evaluation	3	SOW 6344: Advanced Clinical Group Practice	3
SOW 6570: Field Education II B	2	SOW 6369: Advanced Practice Seminar	3
		SOW 6571: Field Education II C	2
TOTAL	5	TOTAL	8

In addition to the above 27 hours, students must take three (3) hours of approved social work electives. Electives will be available each semester, including summer semesters.

Total number of hours required for graduation: 30

Florida Gulf Coast University
Division of Social Work

Master of Social Work Application

Please indicate the program for which you are applying. You may apply to only one program.

Two-Year Program Full-time ____ Part-time ____	Advanced Standing Program Full-time ____ Part-time ____	Transfer* Full-time ____ Part-time ____
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Name: _____
(Last) (M.I.) (First)

Current Address: _____
(Street) (City) (ZIP)

Permanent Address: _____
(Street) (City) (ZIP)

Telephone number: () - (daytime) () - (evening)

E-mail Address: _____

Anticipated semester to begin: _____

Please list other names by which you have been known: _____

Have you previously applied for admission for the MSW Program at FGCU? Yes ____ No ____

Place of Birth: _____
City State Nation

Nation of Citizenship: _____

Birth Date: Month _____ Date _____ Year _____

Age: _____

*transfer students must send official transcripts of courses to be transferred.

The Florida Gulf Coast University has a commitment to encourage diversity among all persons affiliated with the MSW Program. This information will assist us in our efforts to monitor our effectiveness in this area. (Optional)

Sex: Male _____ Female _____

Ethnic Origin: (Check all that apply)

Hispanic _____
Asian or Pacific Islander _____
Black (not of Hispanic origin) _____
American Indian or Alaska Native _____
White (not of Hispanic origin) _____
Other _____ Please specify _____

Indicate how many hours a week you will be working during the school year _____

Indicate the month and year you plan to take the Graduate Records Exam (GRE) the Millers Analogies Test (MAT).

Month _____ Year _____ Completed _____

OR

Indicate the month and year you plan to take the Millers Analogies Test (MAT).

Month _____ Year _____ Completed _____

Educational Experience: List ALL colleges and universities you have attended starting with the most recent. The Office of Graduate Admissions MUST receive official transcripts from all colleges and universities you have attended, including Florida Gulf Coast University. Please request all official transcripts and have them sent to:

Florida Gulf Coast University
Office of Graduate Admissions
10501 FGCU Blvd. South
Ft. Myers, FL 33965-6565

Name and location of College/University	Dates of Attendance From: _____ (month/year) To: _____ (month/year)	Major and Degree Received	For office use only Date Received

Legal Disclosure Statement

For field placement purposes it is necessary that you disclose any records expunged pursuant to applicable law. If you answer yes to any of the following questions, you must fully disclose all incidents in a separate sheet of paper. By doing so, you can avoid any risk of disciplinary action or revocation of an offer of admission or rejection by any field placement. You may be required to provide the MSW program with copies of all official documents explaining the final disposition of the proceedings. This information is confidential; any action taken will first be discussed with you.

1. Are you currently, or have you ever been, charged with or subject to disciplinary action for scholastic or any type of misconduct at any educational institution? Yes _____ No _____

2. Have you ever been charged with a violation of the law (misdemeanor or felony) which resulted in, or, if still pending, could result in, probation, community service,

incarceration, or the revocation or suspension of your driver's license (including traffic violations which resulted in a fine of \$200.00 or more)? Yes ____ No ____

Professional or Other Work Experience

List all paid employment in chronological order, starting with the most recent. Please be specific in describing the positions you have held, including full- and part-time. Account for all of your time for a minimum of the past ten years. If additional space is needed, use a separate sheet of paper.

Paid Employment

Name of Organization and Immediate Supervisor	Dates Employed	Position Held	Hours per Week
	From: / To: /		
	From: / To: /		
	From: / To: /		
	From: / To: /		

Practica/Internships

Name of Organization and Immediate Supervisor	Dates	Position Held	Hours per Week
	From: / To: /		
	From: / To: /		
	From: / To: /		

Volunteer Experience

Name of Organization and Immediate Supervisor	Dates	Position Held	Hours per Week
	From: / To: /		
	From: / To: /		
	From: / To: /		
	From: / To: /		

NOTE: Do not attach a resume in lieu of completing these sections

Name (Print): _____

Signature: _____

Date: _____ Social Security Number _____

IMPORTANT: EACH APPLICANT MUST READ AND SIGN THE FOLLOWING STATEMENT

By signing this statement I certify that:

1. I understand that this application is for admission to Florida Gulf Coast University only and is valid for the term indicated page 1.
2. I understand and agree that I will be bound by the FGCU MSW Program University regulations concerning admission requirements as published in the FGCU Catalogue for 2009-2010.
3. I understand that admission to the program is competitive and that this application does not ensure my admission to the Master's Degree Program in Social Work.
4. I certify that all the information given in this application is complete, accurate, and true, and if admitted, I hereby agree to abide by the policies of the Board of Trustees and the rules and regulations currently found on the FGCU website (<http://www.fgcu.edu/generalcounsel/regulations.asp>).
5. I authorize the release of information concerning my academic progress to educational institutions for research study purposes.
6. I will notify the Admissions Office of any changes in the information I have given prior to my entry into the University.
7. I understand that I must secure professional liability insurance prior to my placement in the field internship.

Signature of Applicant: _____

Date: _____ Social Security Number: _____

Florida Gulf Coast University
Division of Social Work
Academic Building 3 – 134-A
10501 FGCU Blvd. South
Ft. Myers FL 33965-6565

Request for Reference
Master of Social Work Program

To be completed by Applicant

Name of Applicant: _____

Name of Reference: _____

Notice of Waiver – Applicant, you must sign and indicate whether or not you wish to waive your right of access if this letter is to be included in your file.

I am aware of my rights under the Family Educational Rights and Privacy Act of 1974 to have access to letters of recommendation written on my behalf.

It is my desire that this letter be written in confidence, and therefore I wish to waive my right of access to this letter.

I wish to retain my right of access.

Signature of Applicant

Date

To the Referee

The applicant named above has selected you to be a reference for her/his admission to the Master of Social Work (MSW) Program at Florida Gulf Coast University (FGCU). Your candid assessment of the applicant will assist the Admissions Committee in making an admission decision on her/his behalf.

Application to the MSW program at FGCU is a self-managed process; therefore, the applicant is responsible for collecting and submitting all letters of reference. This insures that the applicant knows the application is complete when s/he submits it to Graduate Studies. After completing your letter and the Summary Evaluation form, please place it in an envelope, seal it, and sign across the seal. Return this envelope to the applicant who will forward it, unopened to the Graduate Admissions Office with other application materials.

For your information, the deadline for application to the MSW program is February 15, 2010.

Please complete and allow enough time for the applicant to return this with their application materials by the deadline. Incomplete applications or applications received after the deadline will not be considered for admission.

We appreciate your willingness to cooperate with the Division of Social Work in our selection process for the MSW Program.

To be completed by the Referee

How long and in what capacity have you known the applicant?

Please provide a statement concerning the applicant's scholarship, personality, character, and professional promise. Include in this statement an assessment of the applicant's strengths and challenges and your view of the applicant's philosophical congruence with the values and ethics of social work. You may use your organization's letterhead if you wish.

Summary Evaluation

Using the chart below, please rate the applicant in comparison to others whom you have known in a similar capacity.

	Below average	Average	Above average	Excellent	Outstanding (Top 5%)	No basis for judgment
Intellectual Potential						
Ability to work with others						
Emotional Stability/Self-Control						
Responsibility						
Communication skills – oral						
Communication Skills – written						
Ability to analyze a problem and formulate a solution						
Motivation for proposed program of study						
Concern with social issues/justice issues						
Demonstrated commitment to work on behalf of oppressed populations						

Recommendation:

____ Highly recommend admission

____ Recommend

____ Recommend with reservation

____ Do not recommend

Name: _____ (Print Name) _____ (Signature)

Agency/Organization: _____

Address: _____

Title/Position: _____ Degree _____

Florida Gulf Coast University
Division of Social Work

MSW Program

Personal Narrative Instructions and Cover Sheet

The purpose of the personal narrative is to provide you with the opportunity to tell the Admissions Committee your reasons for choosing the discipline of professional social work as a career.

The essay should include:

1. An explanation of your personal background including what has influenced your choice of this profession including your personal relationships and professional, political, personal, and cultural experiences.
2. Your personal evaluation of your motivation and preparedness to attend graduate school at this time. Include any supports or barriers that exist for your entry into the MSW Program at this time.
3. Address the national Association of Social Work's Code of Ethics, specifically, one of the six Ethical Statements and how it resonates with you personal and career goals.
4. Describe your career goals as they relate to your educational plans.

This essay should be four to six pages in length, double-spaced, with attention to grammar and spelling, organization, and clarity of presentation.

Please sign and date this cover sheet and attach it to you essay.

Name (print): _____

Signature: _____

Date: _____

Florida Gulf Coasts University
Division of Social Work

Advanced Standing Supplemental Application
MSW Program

In addition to the Application to Graduate Studies and the Application for Admission to the MSW Program, those applying for advanced standing status must provide the following information.

School from which BSW was earned: _____

Year of Graduation: _____

Acknowledgement of Minimum Qualifications

1. Earned BSW degree from a program accredited by the Council of Social Work Education within the preceding five years.
2. 3.0 GPA or better in all social work classes
3. Grade of B or better in each undergraduate class being presented for consideration for advanced standing.
4. Completed for of verification of the field practicum which has been signed by the field representative from the school from which you earned the BSW degree.

By submitting this application, I am stating that I have successfully met all minimum qualifications in addition to the Application to Graduate Studies and the Application to the MSW Program at Florida Gulf Coast University.

Name (print): _____ Date: _____

Signature: _____

Florida Gulf Coast University
Division of Social Work

Supplemental Application for Advanced Standing
MSW Program

BSW Field Performance Evaluation

To be completed by the Applicant:

Name: _____ SSN ____-____-____

Semester and year BSW degree conferred: _____

Name of College/University: _____

Address of College/University: _____

Field Coordinator: _____

Name of Practicum Agency: _____

To: BSW Field Coordinator

The Admissions Committee of the MSW Program at Florida Gulf Coast University requests that, as part of the Advanced Standing Application process, the applicant's BSW Field Coordinator complete the following form. Advanced Standing will admit an applicant who has graduated with a BSW from a CSWE accredited program to the clinical concentration year. The form serves as verification by the university awarding the degree of the student's successful integration of all areas of curriculum through the field experience.

When you have completed this form, please return to Florida Gulf Coast University, MSW Program, Division of Social Work, 10501 FGCU Blvd. South, Ft. Myers FL. 33065

Thank you for your assistance in our admissions process.

Mary Hart, PhD, MSW
Interim Director
Division of Social Work

BSW Field Performance Evaluation

Please use the following categories to respond to the statements. There is space at the end of each section of comment on Unsatisfactory or Not Applicable responses.

- S = Satisfactory
- U = Unsatisfactory
- N = Not Applicable

The BSW graduate:

Objective	Description	S	U	N
Values	Understands the difference between professional values/ethics and personal preferences in practice situations.			
	Recognizes the adaptive nature of a wide range of lifestyles among clients of different cultural and ethnic backgrounds.			
	Is aware of the importance of confidentiality in dealing with clients and agency matters.			
	Acknowledges need to maintain a non-judgmental attitude toward clients.			

Comments:

Objective	Description	S	U	N
Professional Development	Understands the concept of 'professional self' and 'professional growth' and recognizes the various avenues of ongoing professional development.			
	Is able to identify personal characteristics which could help or hinder professional relationships and handles them appropriately.			
	Treats colleagues with respect, courtesy, and fairness.			

Comments:

Objective	Description	S	U	N
Field Instruction	Is sufficiently revealing about interactions with clients in supervisory sessions.			
	Is able to identify and work on areas of personal relationships.			
	Genuinely attempts to build a professional relationship.			
	Is prepared and organized for supervision.			
	Conceptualizes and communicates thoughts clearly.			

Comments:

Objective	Description	S	U	N
Interviewing and Relationship Skills	Demonstrates professional listening and basic empathy skills.			
	Is aware of importance of nonverbal communication in establishing a professional relationship.			
	Demonstrates sensitivity and awareness of client's race, class, gender, ethnicity, age, sexual orientation, special needs, and responds appropriately.			
	Uses appropriate techniques to establish rapport.			
	Uses open and closed ended questions, skills of paraphrasing, furthering, and listening.			

Comments:

Objective	Description	S	U	N
Assessment	Recognizes that functioning is the result of the interaction between the individual and her/his physical, psychological, and social environment.			
	Demonstrates an awareness of normal versus pathological responses to crises, giving recognition of strengths and resiliencies of client systems.			
	Demonstrates the ability to write a detailed social history.			
	Is able to use data from a social history to write an assessment formulation including client problems and strengths.			

Comments:

Objective	Description	S	U	N
Intervention	Understands that assessment serves as the primary foundation of intervention planning.			
	Demonstrates the use of social history and assessment in treatment planning and throughout the written treatment plans.			
	Understands and uses the problem solving method effectively.			
	Understands and begins to appropriately use basic intervention techniques.			
	Is able to write and discuss the rationale for selection of specific intervention techniques with particular emphasis in work with individuals.			

Comments:

Objective	Description	S	U	N
Case Management	Understand the concept of case management as facilitating the connection of clients to needed resources within the agency, the community, or both.			
	Demonstrates awareness of community resources and satisfactory ability to refer clients to appropriate services and to follow-up effectively.			

Comments:

Objective	Description	S	U	N
Research	Is able to read and understand research material.			
	Can discuss research topics using correct concepts and terminology.			
	Is aware of recent research in the field agency.			

Comments:

Objective	Description	S	U	N
Policy and Administration	Demonstrates beginning awareness of the rules and regulations of the agency and the policies of local, state, and federal governments that are relevant to agency practice.			
	Acquires a general understanding of the agency's organizational structure and the roles and responsibilities of each unit.			
	Demonstrates ability to comply with agency regulations and to work within the agency system.			

Comments:

College/University Field Coordinator (print): _____

Signature: _____

Date: _____