

Site Selection Process

- I. Make sure your Exxat profile is set up and current
- II. Make a list of potential sites you are interested in. Consider the following:
 - a. Existing School of Social Work Community partners
 - i. agencies that are already “approved affiliates” are listed in the Exxat system and can be filtered by a variety of options like location, settings, category (generalist or advanced), etc.
 - b. organizations that are not currently community partners
 - i. Online students often need to find a site in their local community that is not currently an approved affiliate
 - ii. Suggestion – look for agencies like
 1. United Way funded partners,
 2. Mental health providers – community mental health, private practice therapists
 3. Primary and tertiary medical facilities – Hospitals, dialysis clinics, hospice and palliative care providers, PACE, etc.
 4. Human service organizations - Emergency shelters (homeless, dv, ipv, etc), youth service organizations, food pantries,
 5. The Justice system – public defenders, juvenile justice, probation, jail
 6. Veterans and military services
 7. Your place of employment if it meets the criteria.
 - iii. If a site isn’t an existing community partner, they will need to become an “approved affiliate”
 1. Refer to the “New Agency Affiliation Process” guidelines below to see how
 2. if your employer meets the criteria they will need to become an “approved affiliate”
- III. Meet with Professor Smith to review the sites you are considering.
- IV. Complete any site-specific paperwork and/or requirements which could include:
 - a. Internship application form
 - b. Background check
 - c. Interview
- V. Make placement official
 - a. Student or site supervisor must notify Professor Smith of the start date and job description
 - b. Professor Smith will activate the placement in Exxat and send an email to the student, supervisor and faculty liaison
 - i. For new sites the placement will be activated after the “new agency affiliation process” has been completed

NEW AGENCY AFFILIATION PROCESS

This is the “new agency affiliation approval process” to onboard a site that is not currently an “approved affiliate”. Please allow a minimum of 3 – 4 weeks.

- I. Student must verify the agency’s interest / willingness to consider hosting a social work intern from Andrews University.
 - a. Make initial contact with the agency and explain the requirements. Direct them to the “Resources for Sites & Supervisors” section of our website where an outline of the requirements and the Practicum Education Manual is available.
 - b. Keep the School of Social Work informed – let us know who you are contacting. An easy way to do that is to cc the Director of Field Education on any email correspondence between you and the agency.
- II. Agency completes “new agency profile” and “new supervisor” forms
 - a. If the agency is interested / willing to become an approved affiliate they will need to complete the “practicum site profile” and the assigned supervisor must complete the “supervisor profile”
 - b. Links to the on-line form are available on our website and can be shared via email
 - c. The School of Social Work automatically receives completed forms.
- III. Andrews University generates a contract for Agency to sign
 - a. A contract will be sent for signature by the University to the signatory listed by the agency in their “new agency profile”
 - b. After the university receives the signed contract back from
FYI: a draft of the contract is available in the Practicum Education Manual for agencies to review