**INTRODUCTION TO GENERALIST FIELD SEMINAR - SOWK 4281**

**Agency Analysis**

With this project you will provide an overview of the agency where you are doing your field placement. This paper will present a comprehensive overview of the agency, its organizational structure, mission, and programs. Through this assignment you will take a global look at your agency in order to understand its mission and goals and the way in which it attempts to address social problems. This assignment becomes the basis for the full Agency Analysis that you will do in the second semester of your placement.

1. Description of the Agency
	1. Name and location, and the unit to which you are assigned
	2. Summarize the agency’s mission statement.
	3. Request and include, or develop, a organizational chart
	4. Who is your supervisor?
		1. Describe the types of work activities in which s/he normally engages.
	5. Provide a general description of the duties and caseloads of any other social workers in the agency
	6. What (generally) are the duties of other departments within the organization
2. Agency Service Provision and Policy
	1. Generally, what services are provided by the agency, the unit in which you are practicing, and more specifically by the social worker(s) or unit within the agency where you are doing your practicum?
		1. Based on what you learned in Generalist Social Work Practice I, identify and describe how social work roles are used in the agency.
	2. What are the eligibility requirements to receive services?
	3. Identify the three or four agencies or program that refer the most potential clients to the agency
	4. Identify the three or four agencies or programs to which your practicum agency most often refers clients
	5. Describe the intake process. Include a copy of the intake form if available
	6. Describe the assessment process. Include a copy of assessment documents if available
		1. Describe which systems level(s) the assessment looks at.
		2. What information about client strengths does the assessment collect?
		3. Within which system level does the assessment tend to place the problem?
	7. Generally, are recipients of the agency’s services clients or respondents? Explain.
		1. How does this influence the way services are provided?
	8. Provide a copy of the agency’s policies related to employee and/or volunteer safety
	9. Summarize the agency’s policies and/or practices related to maintenance of client confidentiality
3. Your Practicum Experience
	1. Orientation and learning environment
		1. Describe how you were oriented to the agency (Did you take a tour, read policy manuals, meet people, etc.)
		2. Looking back, what was not covered that would have been helpful?
		3. Did people in the agency understand your role as a student? Give examples of relationships or interactions that demonstrate their level of understanding.
		4. Describe people other than your field supervisor who were helpful in your learning process, and what you learned from them.
		5. What was your “learning space” like (A desk in a cubicle, a table in the social worker’s office, a corner office with a view of the Franklin Mountains, etc.)?
	2. Opportunities for Learning
		1. Describe a typical day in your practicum
			1. If there was a lot of variability from day to day in what you did, give some typical examples of activities
		2. What was the most important thing you learned from the tasks you were asked to perform?
		3. Describe your typical client encounter.
			1. What was the most important thing you learned from these types of encounters?
		4. Discuss the diversity of the service recipients with whom you had contact. Remember to define diversity broadly
		5. Describe any agency meetings you attended like department meetings, case staffing meetings, quality control or administrative meetings
		6. List documents you were responsible for completing and submitting
	3. Supervision
		1. Describe a typical meeting with your field supervisor.
		2. Did you and your supervisor have difficulty coordinating weekly one hour meetings?
		3. What were the five things you learned from your interactions with your supervisor that were most helpful?

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**Agency Pre-Analysis**- Due December 1/3

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | 5.0 – 4.5 | 4.4 – 4.0 | 3.9 – 3.5 | 3.4 – 3.0 | 2.9 - 0 | Earned |
| Description of the Agency | Agency and unit identified | 5.0 – 4.5 | 4.4 – 4.0 | 3.9 – 3.5 | 3.4 – 3.0 | 2.9 - 0 |  |
| Mission statement summarized | 5.0 – 4.5 | 4.4 – 4.0 | 3.9 – 3.5 | 3.4 – 3.0 | 2.9 - 0 |  |
| Organizational chart | 5.0 – 4.5 | 4.4 – 4.0 | 3.9 – 3.5 | 3.4 – 3.0 | 2.9 - 0 |  |
| Supervisor work description. | 5.0 – 4.5 | 4.4 – 4.0 | 3.9 – 3.5 | 3.4 – 3.0 | 2.9 - 0 |  |
| Other SW’s work description | 5.0 – 4.5 | 4.4 – 4.0 | 3.9 – 3.5 | 3.4 – 3.0 | 2.9 - 0 |  |
| Other departments’ duties  | 5.0 – 4.5 | 4.4 – 4.0 | 3.9 – 3.5 | 3.4 – 3.0 | 2.9 - 0 |  |
| Agency Service Provision and Policy | Describes agency services | 5.0 – 4.5 | 4.4 – 4.0 | 3.9 – 3.5 | 3.4 – 3.0 | 2.9 - 0 |  |
| Describes Unit services | 5.0 – 4.5 | 4.4 – 4.0 | 3.9 – 3.5 | 3.4 – 3.0 | 2.9 - 0 |  |
| Describes Social worker(s) services | 5.0 – 4.5 | 4.4 – 4.0 | 3.9 – 3.5 | 3.4 – 3.0 | 2.9 - 0 |  |
| Identification and description of SW roles used in the agency. | 8.0 – 7.2 | 7.1 – 6.4 | 6.3 – 5.6 | 5.5 – 4.8 | 4.7 - 0 |  |
| Eligibility requirements | 5.0 – 4.5 | 4.4 – 4.0 | 3.9 – 3.5 | 3.4 – 3.0 | 2.9 -0 |  |
| Agencies that send clients to practicum agency | 5.0 – 4.5 | 4.4 – 4.0 | 3.9 – 3.5 | 3.4 – 3.0 | 2.9 - 0 |  |
| Agencies to refers clients | 5.0 – 4.5 | 4.4 – 4.0 | 3.9 – 3.5 | 3.4 – 3.0 | 2.9 - 0 |  |
| Description of the intake process with form.  | 5.0 – 4.5 | 4.4 – 4.0 | 3.9 – 3.5 | 3.4 – 3.0 | 2.9 - 0 |  |
| Description of the assessment process with document | 5.0 – 4.5 | 4.4 – 4.0 | 3.9 – 3.5 | 3.4 – 3.0 | 2.9 - 0 |  |
| Systems level(s) assessed.  | 5.0 – 4.5 | 4.4 – 4.0 | 3.9 – 3.5 | 3.4 – 3.0 | 2.9 - 0 |  |
| Information about client strengths | 5.0 – 4.5 | 4.4 – 4.0 | 3.9 – 3.5 | 3.4 – 3.0 | 2.9 - 0 |  |
| System level at which assessment places problem | 8.0 – 7.2 | 7.1 – 6.4 | 6.3 – 5.6 | 5.5 – 4.8 | 4.7 - 0 |  |
| Explanation of designation as clients or respondents | 5.0 – 4.5 | 4.4 – 4.0 | 3.9 – 3.5 | 3.4 – 3.0 | 2.9 - 0 |  |
| Influence of service recipient type on service provision.  | 5.0 – 4.5 | 4.4 – 4.0 | 3.9 – 3.5 | 3.4 – 3.0 | 2.9 - 0 |  |
| Policies related to safety | 5.0 – 4.5 | 4.4 – 4.0 | 3.9 – 3.5 | 3.4 – 3.0 | 2.9 - 0 |  |
| Policies and/or practices related to confidentiality | 5.0 – 4.5 | 4.4 – 4.0 | 3.9 – 3.5 | 3.4 – 3.0 | 2.9 - 0 |  |

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| Practicum Orientation and Environment | Description of orientation | 5.0 – 4.5 | 4.4 – 4.0 | 3.9 – 3.5 | 3.4 – 3.0 | 2.9 - 0 |  |
| Describes what was not covered in orientation | 8.0 – 7.2 | 7.1 – 6.4 | 6.3 – 5.6 | 5.5 – 4.8 | 4.7 - 0 |  |
| Analyzes agency understanding of Student Role | 5.0 – 4.5 | 4.4 – 4.0 | 3.9 – 3.5 | 3.4 – 3.0 | 2.9 - 0 |  |
| Contributions of people other than the field supervisor  | 5.0 – 4.5 | 4.4 – 4.0 | 3.9 – 3.5 | 3.4 – 3.0 | 2.9 - 0 |  |
| What was your “learning space” like | 5.0 – 4.5 | 4.4 – 4.0 | 3.9 – 3.5 | 3.4 – 3.0 | 2.9 - 0 |  |
| Opportunities for Learning | Typical day and/or activities | 5.0 – 4.5 | 4.4 – 4.0 | 3.9 – 3.5 | 3.4 – 3.0 | 2.9 - 0 |  |
| Most important thing learned  | 5.0 – 4.5 | 4.4 – 4.0 | 3.9 – 3.5 | 3.4 – 3.0 | 2.9 - 0 |  |
| Description of a typical client encounter.  | 5.0 – 4.5 | 4.4 – 4.0 | 3.9 – 3.5 | 3.4 – 3.0 | 2.9 - 0 |  |
| Describes the most important thing learned from client encounters | 5.0 – 4.5 | 4.4 – 4.0 | 3.9 – 3.5 | 3.4 – 3.0 | 2.9 - 0 |  |
| Discussion of diversity  | 8.0 – 7.2 | 7.1 – 6.4 | 6.3 – 5.6 | 5.5 – 4.8 | 4.7 - 0 |  |
| Description of agency meetings  | 5.0 – 4.5 | 4.4 – 4.0 | 3.9 – 3.5 | 3.4 – 3.0 | 2.9 - 0 |  |
| List of documents student was responsible for completing and submitting | 5.0 – 4.5 | 4.4 – 4.0 | 3.9 – 3.5 | 3.4 – 3.0 | 2.9 - 0 |  |
| Supervision | Describes field supervisor meetings | 5.0 – 4.5 | 4.4 – 4.0 | 3.9 – 3.5 | 3.4 – 3.0 | 2.9 - 0 |  |
| Discusses meeting coordination with supervisor | 5.0 – 4.5 | 4.4 – 4.0 | 3.9 – 3.5 | 3.4 – 3.0 | 2.9 - 0 |  |
| Discusses 5 things learned from supervisor.  | 8.0 – 7.2 | 7.1 – 6.4 | 6.3 – 5.6 | 5.5 – 4.8 | 4.7 - 0 |  |
| **Total Points Earned out of 200** |  |

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Grading Scale

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| **A** | **B** | **C** | **D** | **F** |
| Response reflects careful consideration of question and excellent use of critical thinking skills | Above average consideration of question and use of critical thinking skills | Average consideration of question and/or use of critical thinking skills | Below average consideration of question and/or use of critical thinking skills | Failure to respond to the question and/or lack of use of critical thinking skills |