



The State University
Of New Jersey

Department of Social Work
Hill Hall Rm 421
School of Arts & Science
Rutgers University
360 Dr. Martin L. King Blvd.
Newark, NJ 07102-18C

Lana Church, MSW, LCSW
Director of Field Education
rchurch@rutgers.edu

p: (973) 353-5867
f: (973) 353-1423

Kaleena Rogers, MSW, LSW
Associate Director
kaleenar@rutgers.edu

p. (973) 353-5784
f. (973) 353-1423

INTERNSHIP CONFIRMATION FORM

Agency Information

Field Instructor's Name: _____
 Agency Name: _____
 Address: _____
 E-mail & Phone Number: _____
 Years in current position: _____ Years of practice as a social worker _____
 Work schedule: _____

Agency Field Instructor's Education

	College/University Attended:	Date Completed:	Major:	Degree:
Undergraduate:				
Graduate:				

Agency Field Instruction Experience

Prior experience as a field instructor or task supervisor? yes (complete the information below) no
 If yes, provide Field Instruction Dates _____
 Supervised BSW / MSW students from following college / university _____

Have you attended field instruction training (SIFI)? yes (complete the information below) no
 If yes, provide the SIFI dates _____
 School where SIFI courses were taken _____

Student's Information

Name of student (s) accepted as agency interns:	Address & phone # of student (s):	Internship schedule

All parties agree that the confirmation of the student in the agency as a social work intern is dependent upon the completion of the agency's on-boarding procedure (medical / criminal background check, etc.) by the student and the ability of the agency to provide the appropriate supervision for the student.

Field Instructor's Signature _____ Date ____/____/____

PLEASE RETURN THIS SIGNED & COMPLETED FORM by 7/1 to:

Students with last names A-J email Professor Church
at rchurch@rutgers.edu

Students with last names K-Z email Professor Rogers
at kaleenar@rutgers.edu