

## MSW for Human Service Professionals Verification Form – Current Employer

We have received an application for admission to the Master of Social Work (MSW) for Human Service Professionals program path at Adelphi University. Please complete this form so the School may evaluate the candidate's eligibility for this plan of study. To be eligible for this program, the applicant must have at least two of the last five years of supervised, employed experience in a social work related position and maintain concurrent employment while enrolled in the Masters of Social Work program at Adelphi University.

We request that you complete the form to verify the candidate's experience and confirm the Agency's commitment to providing an employment based field experience, with separate and distinct responsibilities from their current duties. The field practicum must be supervised by a licensed MSW or CSW.

Please complete the following information:

Name of Employee/Prospective Student: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Agency Address: \_\_\_\_\_  
Street City State Zip

Applicant has been employed by this agency for \_\_\_\_\_ years.

Please indicate dates of employment: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_.

During the applicant's employment, at least two years of direct supervision has been provided by the following credentialed individual:

- MSW
- CSW
- MHC
- MA or Ph.D. in Psychology
- Master's in related field - please indicate: \_\_\_\_\_

Applicant's current job title: \_\_\_\_\_

Applicant's current job responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

At the time of field placement, the agency will be able to provide the following:

Field placement with responsibilities separate and distinct from current day to day responsibilities.

Yes     No

If yes, hours may be earned as follows:

- Four semesters of 15 hours per week.
- Three semesters of 21, 21 and 24 hours per week.
- Two semesters of 30 hours per week.

Field placement supervisor with MSW and a minimum of three years of postgraduate experience.

Yes     No

This supervisor has the Certificate in Supervision (SIFI)  Yes     No

If not, the agency agrees to allow the supervisor to attend the 12 session supervision course (SIFI) required by all area Schools of Social Work.  Yes

An external field instructor with SIFI training will be needed.

Recognizing that field placement will begin in 12-18 months from the student's enrollment in the program, please indicate to the best of your ability what tasks and assignments the student (employee) will be performing during the field practicum. Field assignment guidelines may be found in our [Field Education Manual](#), page 11.

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Please sign below as the authorized agency representative. In doing so, you attest to the intent of the agency to abide by these criteria regardless of your status at the time of the student's field placement.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for taking the time to complete this form.

For questions, please contact:

Elizabeth Szpilka, LMSW  
Director of Outreach, Enrollment & Professional Advisement  
[eszpilka@adelphi.edu](mailto:eszpilka@adelphi.edu)  
516-877-4384

A Please return the completed form to:  
Office of Graduate Admissions  
Adelphi University  
One South Avenue PO Box 701  
Garden City, New York 11530  
[graduateadmissions@adelphi.edu](mailto:graduateadmissions@adelphi.edu)