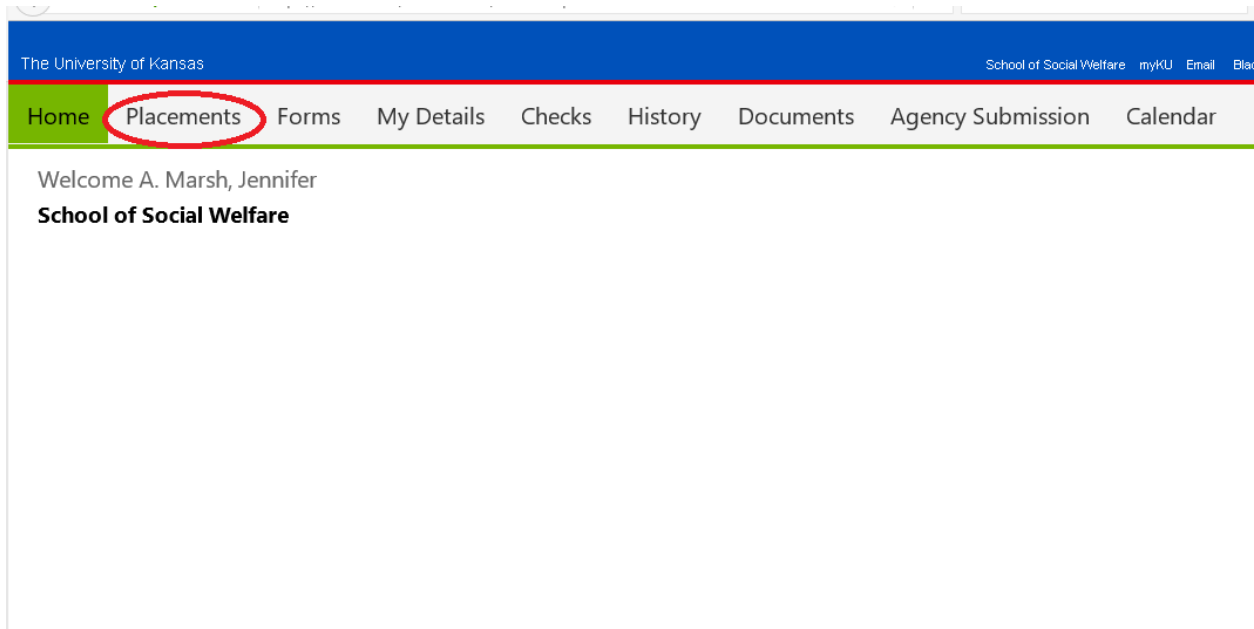
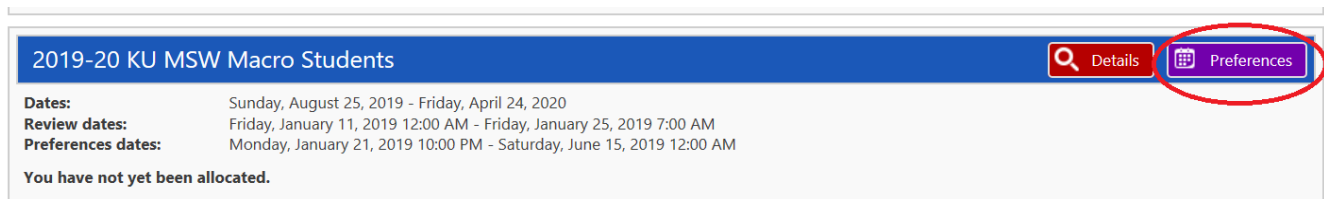


Sonia Tip Sheet: Preferencing

1. Click on "Placements"



2. If you are a current student in practicum, you may see your current placement listed on this page. For purpose of practicum planning, please focus on the 2019-20 listing. Click on the purple button labeled "Preferences":



3. The Preferences page is where you will do much of your planning for Fall 2019. Let's first focus on the list of agencies. You will only see the agencies/practicums for your level (i.e. BSW, MSW Foundation, etc):

	Name ▲		Places	Distance		
▶	A Test Agency #1: 8/21/2017 - 4/20/2018	i	1	0 miles		+ Select
▶	Alzheimer's Association Heart of America Chapter (Alzheimer's Association): 8/21/2017 - 4/20/2018	i		35 miles		+ Select
▶	Amethyst Place: 8/21/2017 - 4/20/2018	i	1	39 miles		+ Select
▶	Area Cooperative for Educational Support: 8/21/2017 - 4/27/2018	i	2	97 miles		+ Select
▶	Ashby House, Ltd: 8/21/2017 - 4/20/2018	i		126 miles		+ Select
▶	Atchison Valley Hope: 8/21/2017 - 4/20/2018	i	1	42 miles		+ Select
▶	Bert Nash-Adult Services (Bert Nash Community Mental Health Center): 8/21/2017 - 4/20/2018	i	2	2 miles		+ Select
▶	Bert Nash-AmeriCorps (Bert Nash Community Mental Health Center): 8/21/2017 - 4/20/2018	i	1	6 miles		+ Select
▶	Bert Nash--Dialectical Behavior Therapy Team (Bert Nash Community Mental Health Center): 8/21/2017 - 4/20/2018	i	2	6 miles		+ Select
▶	Bert Nash-Municipal Court (Bert Nash Community Mental Health Center): 8/21/2017 - 4/20/2018	i		2 miles		+ Select
▶	Bert Nash-WRAP Program (Bert Nash Community Mental Health Center): 8/21/2017 - 4/20/2018	i	2	6 miles		+ Select







IMPORTANT: If you don't see a specific agency you were looking for, please contact the Associate Director for your campus! They can work with you on additional agencies.

On this list, there are several tools:

Tools for Researching Agencies

Tool #1: Click on the arrow next to the agency name, which will open up all of the information the agency has provided to the School of Social Welfare:

2017-18 KU MSW Clinical Students

Name ^	Places	Distance
A Test Agency #1: 8/21/2017 - 4/20/2018 	1	0 miles 
Alzheimer's Association Heart of America Chapter (Alzheimer's Association): 8/21/2017 - 4/20/2018 		35 miles 
Amethyst Place: 8/21/2017 - 4/20/2018 	1	39 miles 

Address

2732 Troost | Kansas City MO 64109 United States

Field Instructor
Kim Davis

Attributes

Sector: Private
Populations served: Adults, Children, Women
Descriptor: Mental Health & Substance Abuse
City or Region: MO Kansas City

Student information

Times:
Meeting place:
Parking:
Notes:

Other

Please provide a thorough description of the student learning opportunities available at your agency.















Students will have the opportunity to provide on-site case management and work with community case managers to help coordinate services. They will assist with the organization of group activities, help with research for grants, do resident int treatment team meetings, maintain client files (both paper and on the internet) and interface with numerous community agencies involved with the residents and their families. There will also be an opportunity to co-facilitate psycho-education therapist.

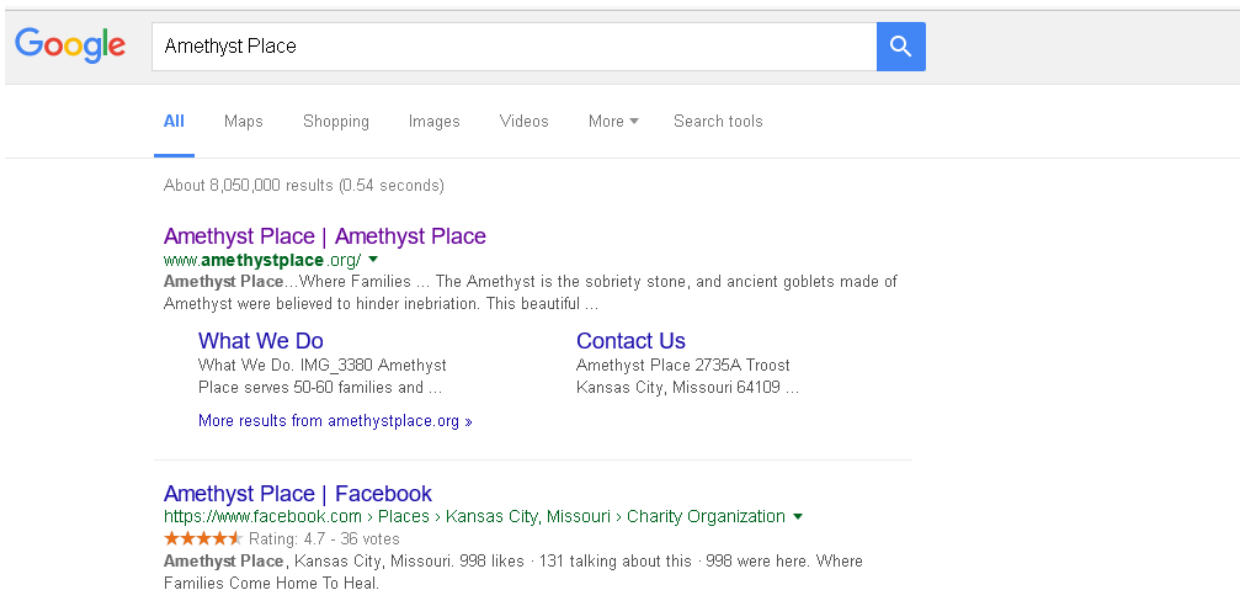
Does your agency offer student stipends? If yes, please specify amount and criteria.
N/A mileage

Does your agency have evening and/or weekend hours available? If so, please provide a description of the flexible hours available.
Practicum hours generally start at 11:00 am and end at 7:00pm . Transportation is required.ave to determine that at interview.

Tool #2: Click on the i symbol next to the agency name to view a google search for that agency, so you can find their website or read other information about the agency:

2017-18 KU MSW Clinical Students

Name ^	Places	Distance	
A Test Agency #1: 8/21/2017 - 4/20/2018 	1	0 miles 	+ Select
Alzheimer's Association Heart of America Chapter (Alzheimer's Association): 8/21/2017 - 4/20/2018 		35 miles 	+ Select
Amethyst Place: 8/21/2017 - 4/20/2018 	1	39 miles 	+ Select
Area Cooperative for Educational Support: 8/21/2017 - 4/27/2018 	2	97 miles 	+ Select
Ashby House, Ltd: 8/21/2017 - 4/20/2018 		126 miles 	+ Select
Atchison Valley Hope: 8/21/2017 - 4/20/2018 	1	42 miles 	+ Select
Bert Nash-Adult Services (Bert Nash Community Mental Health Center): 8/21/2017 - 4/20/2018 	2	2 miles 	+ Select



Tool #3: in order to view the number of placements potentially available at an agency, see the “Places” column:

2017-18 KU MSW Clinical Students						
	Name ▲		Places	Distance		
▶	A Test Agency #1: 8/21/2017 - 4/20/2018	i	1	0 miles		+ Select
▶	Alzheimer's Association Heart of America Chapter (Alzheimer's Association): 8/21/2017 - 4/20/2018	i		35 miles		+ Select
▶	Amethyst Place: 8/21/2017 - 4/20/2018	i	1	39 miles		+ Select
▶	Area Cooperative for Educational Support: 8/21/2017 - 4/27/2018	i	2	97 miles		+ Select
▶	Ashby House, Ltd: 8/21/2017 - 4/20/2018	i		126 miles		+ Select

There are a few

important caveats to this column. Some agencies are sharing placements between levels; meaning, a “1” in the places category could mean that there is one placement available for either a BSW, MSW Foundation, MSW Clinical, or MSW Macro student. **Please understand that a number here does not mean there is a guaranteed slot available at this agency.**

Another caveat is that some agencies may have nothing in the “Places” column. This does NOT mean that they are out of placements. It means that we have requested placements at their agency and they have not yet confirmed those placements. These agencies are safe to select as a preference.

Tool #4: The Distance column indicates how far the agency is from the address that KU currently has on file for you:

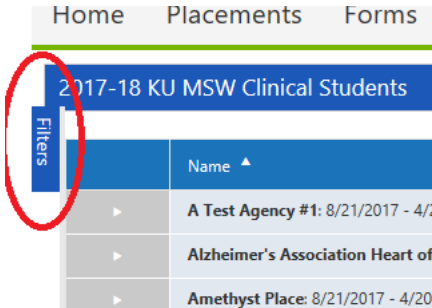
2017-18 KU MSW Clinical Students

Filters

Name ▲	Places	Distance	
▶ A Test Agency #1: 8/21/2017 - 4/20/2018	1	0 miles	+ Select
▶ Alzheimer's Association Heart of America Chapter (Alzheimer's Association): 8/21/2017 - 4/20/2018		35 miles	+ Select
▶ Amethyst Place: 8/21/2017 - 4/20/2018	1	39 miles	+ Select
▶ Area Cooperative for Educational Support: 8/21/2017 - 4/27/2018	2	97 miles	+ Select
▶ Ashby House, Ltd: 8/21/2017 - 4/20/2018		126 miles	+ Select
▶ Atchison Valley Hope: 8/21/2017 - 4/20/2018	1	42 miles	+ Select
▶ Bert Nash-Adult Services (Bert Nash Community Mental Health Center): 8/21/2017 - 4/20/2018	2	2 miles	+ Select
▶ Bert Nash-AmeriCorps (Bert Nash Community Mental Health Center): 8/21/2017 - 4/20/2018	1	6 miles	+ Select

Details

Tool #5: You can filter for various characteristics of the practicum by clicking the “Filters” button on the far left edge of the screen:



This will open up a list of potential filters/searches. The most helpful categories for you will be Name, City, Populations served, or Descriptors. Most of the other categories aren't in wide use yet.

2017-18 KU MSW Clinical Students

Filters

Filters

Agency details

Name:

City:

Zip code:

State:

Area:

Sector:

Populations served:

Descriptor:

City or Region:

Location:

Location Group:

Places details

Area:

Class:

2017 - 4/20/2018

Heart of America Chapter (Alzheimer's Association): 8/21/2017 - 4/20/2018

2017 - 4/20/2018

Educational Support: 8/21/2017 - 4/27/2018

2017 - 4/20/2018

2017 - 4/20/2018

s (Bert Nash Community Mental Health Center): 8/21/2017 - 4/20/2018

Bert Nash Community Mental Health Center: 8/21/2017 - 4/20/2018

Behavior Therapy Team (Bert Nash Community Mental Health Center): 8/21/2017 - 4/20/2018

urt (Bert Nash Community Mental Health Center): 8/21/2017 - 4/20/2018

am (Bert Nash Community Mental Health Center): 8/21/2017 - 4/20/2018

ict: 8/21/2017 - 4/20/2018

Education Interlocal: 8/21/2017 - 4/20/2018

ce: 8/21/2017 - 4/20/2018

theast Kansas-Lawrence (Catholic Charities of Northeast Kansas): 8/21/2017 - 4/20/2018

ta Counseling Service (Catholic Diocese of Wichita): 8/21/2017 - 4/20/2018

1/2017 - 4/20/2018

tive in Education: 8/21/2017 - 4/20/2018

Health Center-Salina: 8/21/2017 - 4/20/2018

Association: 8/21/2017 - 4/20/2018

7 8 9 10 Page size: 20

Once you choose your filter, scroll to the very bottom of the Filters list and hit “Filter”. This will bring up a list of agencies that meet your criteria. IMPORTANT: Keep in mind, there are still some agencies that have not entered all of their information, so the information is only as good as what we’ve been provided.

Professional Liability insurance:

Interview:

Filter Clear

The University of Kansas prohibits discrimination on the basis of race, color, sex, religion, national origin, age, marital status, sexual orientation, gender identity, or disability. Persons who are unable to access this site due to a disability may contact the University of Kansas Office of Information Technology for assistance. The University of Kansas prohibits discrimination on the basis of race, color, sex, religion, national origin, age, marital status, sexual orientation, gender identity, or disability. Persons who are unable to access this site due to a disability may contact the University of Kansas Office of Information Technology for assistance.

Changing your View: You can view the agencies sorted by any one of these columns. If you want to see the agencies alphabetically, click on “Name”; by distance from you, click on “Distance”:

2017-18 KU MSW Clinical Students

Name	Places	Distance	
A Test Agency #1: 8/21/2017 - 4/20/2018	1	0 miles	+ Select
Alzheimer's Association Heart of America Chapter (Alzheimer's Association): 8/21/2017 - 4/20/2018		35 miles	+ Select
Amethyst Place: 8/21/2017 - 4/20/2018	1	39 miles	+ Select
Area Cooperative for Educational Support: 8/21/2017 - 4/27/2018	2	97 miles	+ Select
Ashby House, Ltd: 8/21/2017 - 4/20/2018		126 miles	+ Select

4. Once you have fully researched your agencies and have decided on 3 agencies that interest you, you are ready to start preferencing. Click the "Select" button next to the agency you are interested in:

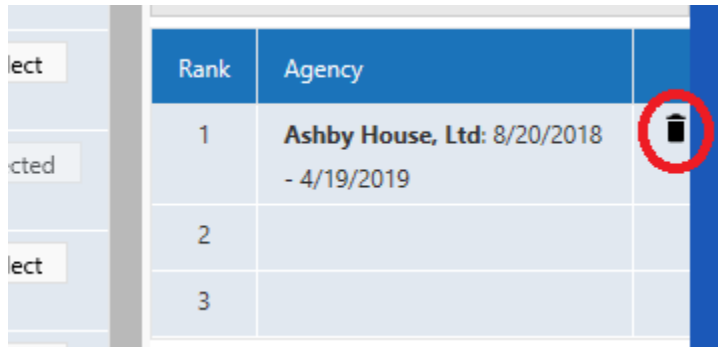
Places	Distance	
1	0 miles	+ Select
	35 miles	+ Select
1	39 miles	+ Select
2	97 miles	+ Select
	126 miles	+ Select
1	42 miles	+ Select
2	2 miles	+ Select
1	6 miles	+ Select
2	6 miles	+ Select
	2 miles	+ Select
2	6 miles	+ Select


This will put the agency in your Preferences list on the far right side of the page:

Rank	Agency
1	Ashby House, Ltd: 8/20/2018 - 4/19/2019
2	
3	

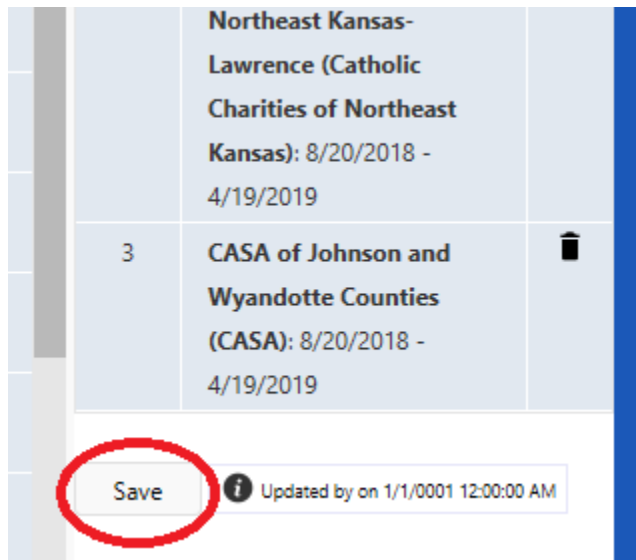
Continue selecting agencies until you are sure about your preferences. Sonia may time out up to every 30 minutes, so we recommend saving often if you need more than that to complete this process.


5. Once you have selected all of your preferencing agencies, you can reprioritize them by dragging them up or down the list. You can also delete any agencies you've decided against by clicking the red X:




Rank	Agency	
1	Ashby House, Ltd: 8/20/2018 - 4/19/2019	
2		
3		

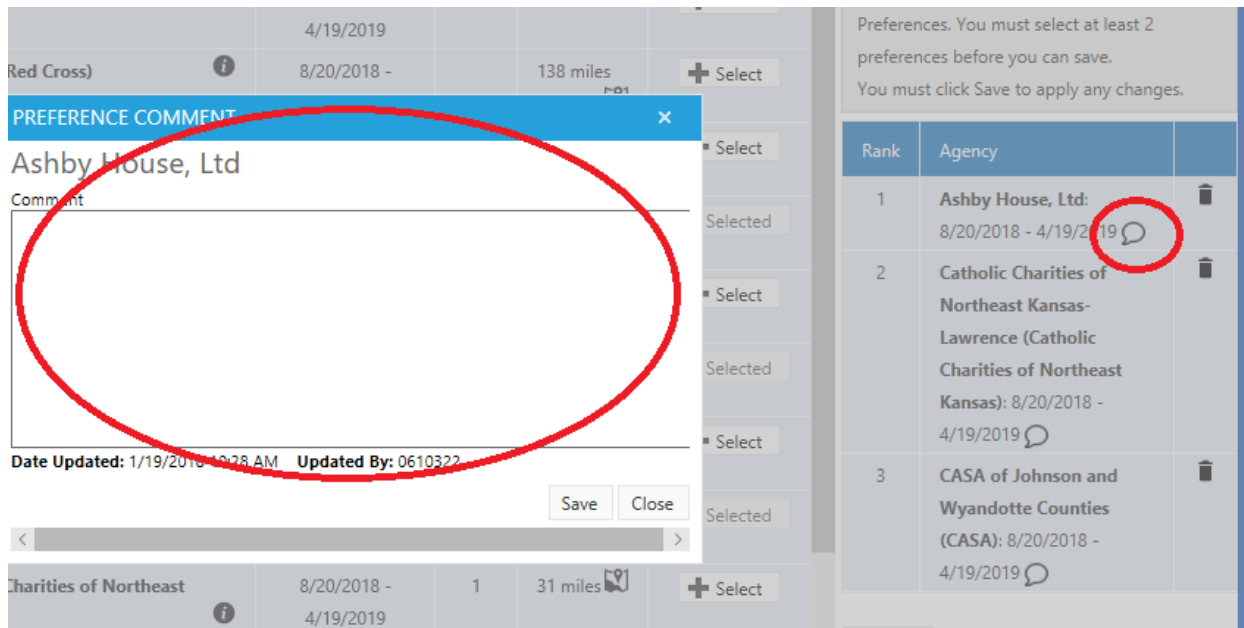
6. Once you are sure about your choices and the order, you should hit the "Save" button. You must have at least two preferred agencies in order to save:



	Northeast Kansas-Lawrence (Catholic Charities of Northeast Kansas): 8/20/2018 - 4/19/2019	
3	CASA of Johnson and Wyandotte Counties (CASA): 8/20/2018 - 4/19/2019	

Save  Updated by on 1/1/0001 12:00:00 AM

7. Once you have saved, the “Comment” bubble will appear next to each agency name. If you click on the bubble, a comment window will appear:



You should include any important information you want the Associate Director to be aware of while placing you. An example might be: “I am only interested in this agency if I can work with the adult clients, not kids.” Make sure you save any comments you make.

IMPORTANT: Please remember you are indicating your preferences. You are NOT guaranteed a practicum at any of these agencies. In most cases, students will be able to interview with one of their top choices. Please understand that multiple factors, such as the amount of time it takes you to complete the planning process, if slots at agencies are taken by another level of student or another university, criminal background, etc., can impact whether or not you can be placed at specific agencies.