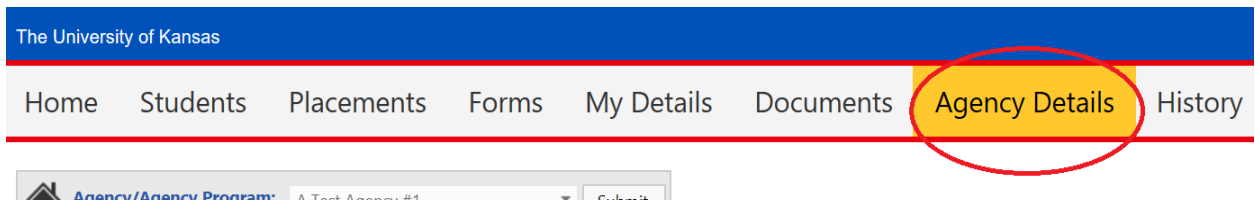


Completing Agency Details Tip Sheet

WE HAVE MADE A FEW SMALL BUT IMPORTANT CHANGES TO THIS SECTION THIS YEAR. PLEASE REVIEW AND UPDATE EVEN IF YOU HAVE COMPLETED IT IN THE PAST!

These details will be able to be viewed by any student at the level you have indicated (BSW, MSW Foundation, MSW Clinical, or MSW Macro). These details will help students and the Field Office assess which agency placement is the best fit for the student.

1. After you have completed the Placement Requests, please go to the Agency Details tab:

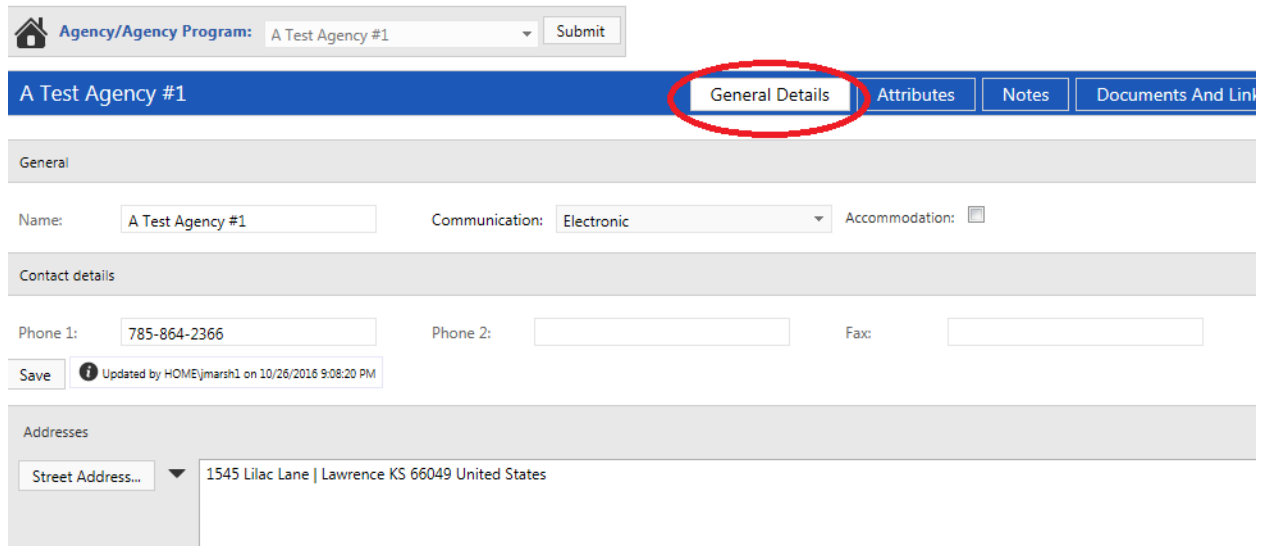


The University of Kansas

Home Students Placements Forms My Details Documents **Agency Details** History

Agency/Agency Program: A Test Agency #1 Submit

2. First, start with General Details:



Agency/Agency Program: A Test Agency #1 Submit

A Test Agency #1 **General Details** Attributes Notes Documents And Link

General

Name: A Test Agency #1 Communication: Electronic Accommodation:

Contact details

Phone 1: 785-864-2366 Phone 2: Fax:

Save Updated by HOME\jmarsh1 on 10/26/2016 9:08:20 PM

Addresses

Street Address... 1545 Lilac Lane | Lawrence KS 66049 United States

Depending on whether or not your information was updated last year, you may have information already entered in most of the fields, or you may not. Please either update or complete each of the fields. After you have completed the fields, please hit the Save button at the bottom of the page:

Are there any agency meetings students must attend? If so, please specify the exact days of the week/hours, in order to avoid conflict with classroom schedules.

Please note anything unique or unusual such as agency specific exams, dress code, early start date, required orientation prior to practicum start date, specific skills such as a second language required/cert

Save

The University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, or genetic information in all of its programs and activities. Retaliation is also prohibited by university policy. The following persons have been designated to handle inquiries regarding the nondiscrimination policies and are the Title IX coordinators: Director, Office of Institutional Opportunity & Access, IOA@ku.edu, 1246 West Campus Road, Room 153A, Lawrence, KS 66045, 785-864-6414, 711 TTY (for the Lawrence, Edwards, Parsons, Yoder, and Topeka campuses); Director, Office of Institutional Opportunity & Access, Shawnee Mission Parkway, Fairway, KS 66205, 913-588-8011, 711 TTY (for the Wichita, Salina, and Kansas City, Kansas, medical center campuses).

*****If you can't complete them all in one setting, please hit Save and come back to it later. You can complete or change the fields at any time- just be sure to save every time you change something. Also, if you have Sonia up and are entering information over time throughout the day, please note that Sonia will sign out after 30-60 minutes, so you need to save your information often!**

3. Once you have completed the General Details fields, please click the Attributes button:

Home Students Placements Forms My Details Documents Agency Details

Agency/Agency Program: A Test Agency #1 Submit

A Test Agency #1 General Details **Attributes** Notes D

General

Name: A Test Agency #1 Communication: Electronic Accommodation:

Contact details

Phone 1: 785-864-2366 Phone 2: Fax:

Save Updated by HOMEjmarsh1 on 10/26/2016 9:08:20 PM

Click on the drop down next to Sector, Affiliation, and Location group, and select the label applicable to your agency (you can skip Location):

Agency/Agency Program: A Test Agency #1

A Test Agency #1

Sector: private Location Group: None Selected

Affiliation: Non-profit Location:

+ Add area

Area

No items.

+ Add descriptor

Descriptor

Then, please click on Add Area button, then select the student level(s) for your agency from the dropdown list:

A Test Agency #1

General Details | Attributes | Notes | Documents And Links | Associated Users | Appointments

Sector: Private | Location Group: None Selected

Affiliation: Non-profit | Location:

+ Add area

Area

- MSW
- BSW/MSW
- BSW

+ Add city or region

Populations served

Once you have selected the Area, click on the checkmark at the end of the row to save it (or the X to delete it):

+ Add area

Area

MSW

No items.

✓ X

- Please do the same for Descriptor (type of agency), Populations served, and City or Region. You can select more than one in each category, but will have to save after EACH addition. If you don't see the applicable term(s) for your agency in any of the above fields, please contact Associate Director Laurie Hart at laurie.hart@ku.edu.