



Site Selection Process

- I. Make sure your Exxat profile is set up and current
- II. Make a list of potential sites you are interested in. Consider the following
 - a. Existing School of Social Work Community partners
 - i. agencies that are already "approved affiliates" are listed in the Exxat system and can be filtered by a variety of options like location, settings category (generalist or advanced), etc.
 - b. organizations that are not currently community partners
 - i. Online students often need to find a site in their local community that is not currently an approved affiliate
 - ii. Suggestion – look for agencies like
 1. United Way funded partners



NEW AGENCY AFFILIATION PROCESS

This is the "new agency affiliation approval process" to onboard a site that is ~~not~~ currently an "approved affiliate". Please allow a minimum of 34-weeks.

- I. Student must ~~or~~ verify the agency's interest / willingness to ~~consider~~ hosting a social work intern from Andrews University.
 - a. Make initial contact with the agency and explain the requirements. Direct them to the "Resources for Sites & Supervisors" section of our website where an ~~outline~~ of requirements and the Practicum Education Manual is available.
 - b. Keep the School of Social Work informed – co 10.5