

Employment Based Field Practicum Request

The Council on Social Work Education (CSWE) states that student field assignments and employment tasks may be the same and counted toward required field hours if the tasks have clear links to the social work competencies, and their related behaviors. The field instructor and employment supervisor for a student may be the same person if necessary, however in such cases, supervision time for field education learning must be separate from supervision time for employment. While overlap between employment tasks and internship is allowed, you are encouraged to engage in some new activities in order to grow and meet learning and professional goals.

Student Information

Name:

City:

State:

Phone #:

Email:

Placement Start Date:

Placement End Date:

Agency Information

Agency Name:

Agency Address:

City:

State:

Zip:

Student's Job Title:

Number of years employed in this position:

Current Work Supervisor

Name:

Title:

Email:

Phone:

Proposed MSW Field Instructor: (This is an individual who has an MSW from a CSWE accredited program with 2 years of post MSW experience and is willing to serve as a Field Instructor. Whenever possible, this should not be your work supervisor.)

Name:

Title:

Email:

Phone:

Proposed Site Supervisor (if applicable): (This is an individual who works at the agency and will have regular oversight of the student but does not necessarily have a social work

background. A site supervisor is necessary if the field instructor is external to the organization, or is sometimes utilized when this person will work more closely with the student than the field instructor.)

Name:

Title:

Email:

Phone:

1. Please describe your organization, including its mission, program areas, size and approximate number of professional staff, main office location, and satellite locations (as appropriate). Provide 3-4 sentences about your current job responsibilities and explain where your current job fits within the organization and your program.

2. Some employers may be able to accommodate your taking on additional activities as part of your work week, while others may require you to do this outside of your role. Describe any additional activities that your agency would support as part of your internship that are not part of your current role.

3. Your MSW field instructor needs to provide at least one hour per week of educational supervision and will be involved in the development of your learning contract and evaluations. You may also have a site supervisor that is also involved in your day-to-day activities and who will also be involved in the development of your learning contract and evaluations. Describe your plan to meet the above supervision requirements.

4. Please provide a minimum of one potential activity you will participate in that will provide you with the opportunity to demonstrate each of the nine competencies. You may attach this information on a separate page, if needed.

- a. Competency 1: Demonstrate Ethical and Professional Behavior
- b. Competency 2: Engage Diversity and Difference in Practice
- c. Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice
- d. Competency 4: Engage in Practice-Informed Research and Research-Informed Practice
- e. Competency 5: Engage in Policy Practice

f. Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

g. Competency 7: Assess with Individuals, Families, Groups, Organizations, and Communities

h. Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

i. Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities Organization.

Endorsements:

We, the undersigned, attest to the accuracy of the attached statements and have read the proposed plan. We understand and will support the academic needs of this employee that go beyond and are in addition to the ordinary requirements of employment. We agree to provide the experiences noted in the attached proposal. We also agree that if our organization is not already an approved site, that we will complete and submit a Site Application for Consideration for Approval as a Field Site. We recognize that no placement activities may commence until a Memorandum of Affiliation agreement has been executed. In the event that the agency is not approved, or all parties cannot come to an agreement regarding said Memorandum of Affiliation, we understand that the student employee may not conduct a field placement at this site.

All signatures must be completed for proposal consideration. No placement hours may be logged until this request is authorized by the Director of Field Education.

Student/Employee Signature

Date

Employment Supervisor Signature

Date

Field Instructor Signature

Date

Director of Field Education Signature

Date
