



Application for Employer-Based Field Practicum

What is an employer-based field placement?

An employer-based field placement is an internship where the student/employee completes field practicum requirements within their place of employment. Field education is a fundamental component of social work education; it provides the opportunity to integrate classroom knowledge and practice. While in such situations, we encourage students to view their employment as a learning experience that provides a setting for the acquisition of knowledge and skills and a professional social work identity.

Field Practicum hours must be completed in an approved placement setting. The placement must provide learning opportunities which allow the student to develop across the Ten Competencies and demonstrate practice behaviors as outlined in the student's Learning Agreement/Evaluation and as noted in the Field Education Manual. The student must also be supervised by a designated Field Instructor to provide support and oversight specific to field learning purposes, while also satisfying administrative needs (reviewing/approving time reports, reviewing/evaluating Learning Agreements/evaluations, and participating in Field Conferences as required per Field Education Manual) and providing at least 60 minutes of weekly, one-on-one educational supervision.

What is the approval process for an employer-based placement?

To be considered for employer-based field placement, a student must complete the following steps at least 60 days prior to the start of field practicum:

1. Submit a copy of the existing job description to Field Advisor (on-campus) / Placement Team (online)
2. Identify a Field Instructor willing to supervise learning activities and provide at least 60 minutes of weekly, one-on-one educational supervision. The proposed Field Instructor must meet Mandel Field Education requirements: at least 2 years post-MSW/MSSA work experience and any employer requirements
3. Complete/Submit this Employer-Based Field Practicum form, including signatures of student, proposed Field Instructor, employment supervisor (if different from Field Instructor), a director or employer designee, and a representative from the Field Education Department
4. Any additional steps required for field placement as outlined throughout this Field Education Manual

This process is subject to review and approval of the Field Education Department, including the Assistant Dean of Field Education and/or Associate Director of Field Education.

Application for Employer-Based Field Placement

Your application will not be considered for approval until it is complete. Submit completed application at least 60 days prior to field practicum term start date to your Field Advisor via email.

Student Name: _____ Student ID: _____

Employer Name: _____

Employer Street Address: _____

Employer Web Address: _____ Proposed Placement Start: _____

Current Employment Details

Start Date with Employer: _____ Completed Probationary Period? YES NO

Employment Position: _____ Department: _____

****Please attach/submit your current job description and/or a copy of your resume which clearly outlines your role and responsibilities****

Current Employment Supervisor

Name: _____ Title: _____

Phone: _____ Email: _____

Have you discussed this possible employment-based placement with your Employment Supervisor AND Agency Director? YES NO [This is necessary as we require signatures from both]

Proposed Field Placement:

Please fill out the information below in conjunction with your proposed Field Instructor

1. Will you be reassigned to a new unit or department to complete field activities? YES NO
○ If yes, note the new unit for field activities: _____
2. Will you work with different clients from your employment role? YES NO
○ If yes, please describe: _____
3. Will you utilize different interventions between work and field roles? YES NO
○ If yes, please note them: _____

4. Please note any other new, different, or innovative tasks you'll perform for field practicum:

Proposed Field Instructor

All Field Instructors are required to possess a MSW or MSSA degree from an accredited institution, plus at least 2 years of post-MSW/MSSA work experience. Field Instructors must also provide the student with at least 60-minutes of one-on-one, face-to-face (live or virtual), educational supervision. Field Instructors are expected to abide by the NASW Code of Ethics, specifically pertaining to professional/dual relationships.

Name: _____ Employment Supervisor? YES NO

Title: _____ Department: _____

Phone: _____ Email: _____

School & Year MSW/MSSA Earned: _____ Licensure/State: _____

If the proposed Field Instructor is physically located at a different employer site, the student may need to identify an onsite Task Supervisor to support the student's learning and coordinate with the Field Instructor. For information about the Task Supervisor role, please review the Field Education Manual.

Is the proposed Field Instructor located onsite with the student? YES NO

Task Supervisor (if needed) Name: _____

Task Supervisor (if needed) Title: _____

Task Supervisor (if needed) Email: _____ Phone: _____

Field Learning Experiences Across the Ten Competencies

We require all field practicums to provide students with learning opportunities and skill development across ten areas of competency. Please review the below competencies and initial next to each (both student and Field Instructor) to confirm the proposed field placement will satisfy each area of competency.

Student/ FI

_____ _____ Demonstrate Ethical and Professional Behavior

_____ _____ Advance Human Rights and Social, Racial, Economic, and Environmental Justice

- _____ Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice
- _____ Engage in Practice-Informed Research and Research-Informed Practice
- _____ Engage in Policy Practice
- _____ Engage with Individuals, Families, Groups, Organizations, and Communities
- _____ Assess Individuals, Families, Groups, Organizations, and Communities
- _____ Intervene with Individuals, Families, Groups, Organizations, and Communities
- _____ Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities
- _____ Develop as a Social Work Leader

Signatures:

By signing below, we agree it is a feasible plan for this student to complete an employer-based field placement that will focus on learning and will meet the Mandel School's requirements for field practicum as noted above and within the Mandel School Field Education Manual:

Employment Supervisor:

Print Name: _____

Title: _____

Signature/Date _____

Proposed Field Instructor:

Print Name: _____

Title: _____

Signature/Date _____

Agency Director:

Print Name: _____

Title: _____

Signature/Date: _____

Student:

Print Name: _____

Signature/Date: _____

Field Faculty Advisor Approval:

Print Name: _____

Signature/Date: _____