

EMPLOYER-BASED FIELD PRACTICUM APPLICATION

An employment agency may be used as a practicum site only when the following criteria and requirements are met and approved:

1. The agency must be approved by the Department of Social Work. All required paperwork including an Affiliation Agreement and a site visit must be completed prior to the start of the field practicum experience.
2. The student must have been employed by the employment agency for a minimum of 60-days prior to submitting this application.
3. The field practicum experience must take place in a different program or department in which the student is currently (or in the past) employed within the agency. This ensures that the student experiences new learning opportunities.
4. The field instructor must be a different person than the student's current or past employment supervisor.
5. Field practicum learning activities must be different from the student's current employment responsibilities. Learning opportunity need to exceed present job skills and knowledge.
6. A copy of the student's current job responsibilities must be submitted, along with a clear explanation of how practicum duties will be different from current job duties.
7. The student's employment hours and field hours must be separate and clearly defined.
8. The agency must be willing to allow the student/employee to attend classes and have an educationally focused field practicum experience. Release time for coursework and field placement must be assured.

Completing the Employer-Based Application

1. Thoroughly complete the application form in collaboration with the field agency.
2. Attach a resume and a copy of the student's current job description.
3. Return completed application to the MSW Field Director for review. The application will be reviewed and the student will be notified as soon as possible to indicated whether or not the placement has been approved.



EMPLOYER-BASED FIELD PRACTICUM APPLICATION

Student who are requesting to complete their field practicum at their current place of employment must complete the Employer-Based Field Practicum Application. This application provides students the opportunity to ensure the field practicum experience offers and provides learning opportunities that are clearly separate from their current employment. The student’s ability to succeed in field education and become well-skilled in social work competencies is the central focus in the consideration of an employment-based field practicum experience.

Please select the field practicum experience for which you are registered.

<input type="checkbox"/> SOWK 551 Generalist Field Practicum	<input type="checkbox"/> SOWK 653 Advanced Field Practicum
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I. STUDENT INFORMATION

Name:	MUID#
Address:	City/State:
Phone#:	Email:
Placement Start Date:	Placement End Date:

II. AGENCY INFORMATION

Agency Name:	
Agency Address:	City/State:
Agency Director:	
Director Email:	Director Phone:
Website	

1. Provide a describe of the agency’s mission, programs, consumers, services, and locations:

III. STUDENT'S CURRENT EMPLOYMENT INFORMATION

Name of Department/Program:	
Current Position Title:	
Hire Date:	
Current Supervisor:	
Supervisor's Telephone:	
Supervisor's Email:	

1. Provide a description of your current job responsibilities (**attach a copy of resume and current job description**):

IV. STUDENT'S PROPOSED FIELD PRACTICUM INFORMATION

Proposed Field Practicum Department/Program:	
Proposed Field Instructor (FI) Name and Title:	
Proposed FI Email:	Phone:

1. Is this employer an approved field education site for Marshall's Department of Social Work with an active Affiliation Agreement? Yes No*
 - a. If No, the agency must become an approved practicum site and the affiliation agreement must be in place prior to practicum start date.

2. Is there an approved Field Instructor at the agency, or an individual with an MSW from a CSWE accredited program with 2 years of post-MSW experience, that is willing to serve as a Field Instructor? Yes No*
 - a. If No, the student must identify and secure an approved Field Instructor. Field Instructors must submit an application and complete the required training.

<p>1. Provide your rationale for completing your field practicum experience at your current place of employment:</p>
<p>2. Provide a brief description of your proposed field practicum tasks, roles, functions, and responsibilities:</p>
<p>3. Provide a detailed description of how your practicum tasks will be significantly different from your employment responsibilities:</p>
<p>4. Explain how student's work schedule will be modified to include field practicum hours (work hours and placement hours have to remain separate):</p>

Complete the following table to depict your proposed work (W), field (F), and class (C) schedule:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Evening							

V. REQUIRED SIGNATURES

The signatures below indicate that:

- The provided information is accurate.
- All parties have read and will adhere to the Marshall University Department of Social Work Field Instruction Guidelines for Employer-Based Practicum placements.
- All parties will support the academic needs of the employee/student that go beyond and are in addition to ordinary requirements of the employment.
- An affiliation agreement between the agency and the Marshall University Department of Social Work exists or one will be completed prior to the student beginning practicum experience.

All signatures must be attained for this application to be reviewed. No practicum hours can be logged until this application is approved by the Marshall University Department of Social Work Field Department.

Student/Employee Signature **Date**

Employment Supervisor Signature **Date**

Organization/Agency Director Signature **Date**

Proposed Field Instructor Signature **Date**

MSW Field Director Signature **Date**