

Employer-Based Field Placement Proposal

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 of 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: Click or tap here to enter text.

City: Click or tap here to enter text.

State: Choose an item.

Phone #: Click or tap here to enter text.

MIX Email: Click or tap here to enter text.

Placement Start Date: Click or tap to enter a date.

Placement End Date: Click or tap to enter a date.

Agency Information

Agency Name: Click or tap here to enter text.

Agency Address: Click or tap here to enter text.

City: Click or tap here to enter text.

State: Choose an item.

Zip: Click or tap here to enter text.

Student's Job Title: Click or tap here to enter text.

Number of years employed in this position: Click or tap here to enter text.

Current Work Supervisor

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Email: Click or tap here to enter text.

Phone: Click or tap here to enter text.

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: Click or tap here to enter text.

Title: Click or tap here to enter text.

Email: Click or tap here to enter text.

Phone: Click or tap here to enter text.

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: Click or tap here to enter text.

Title: Click or tap here to enter text.

Email: Click or tap here to enter text.

Phone: Click or tap here to enter text.

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.
Click or tap here to enter text.
2. Some employers may be able to accommodate you taking on additional activities as part of your work week, while other 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.
Click or tap here to enter text.
3. Is this your second placement at this agency?
 - ☐ No
 - ☐ Yes (FOLLOW UP QUESTION)
 - i. Will you be in the same or a different role? If in the same role, what will you do to build on your foundation-generalist placement experience to make this an advanced placement? This may include but is not limited to adding tasks beyond the job duties, taking on a special project, spending time in another portion of the agency, etc.
Click or tap here to enter text.
4. 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 who will also be involved in the development of your learning contract and evaluations.
Describe your plan to meet the above supervision requirements:
Click or tap here to enter text.
5. Please provide a minimum of one potential activity that you will participate in that will provide you with 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
Click or tap here to enter text.
- b. Competency 2: Engage Diversity and Difference in Practice
Click or tap here to enter text.
- c. Competency 3: Advance Human rights and Social, Economic, and Environmental Justice
Click or tap here to enter text.
- d. Competency 4: Engage in Practice-Informed Research and Research-Informed Practice
Click or tap here to enter text.
- e. Competency 5: Engage in Policy Practice
Click or tap here to enter text.
- f. Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities
Click or tap here to enter text.
- g. Competency 7: Assess with Individuals, Families, Groups, Organizations, and Communities
Click or tap here to enter text.
- h. Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities
Click or tap here to enter text.
- i. Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities
Click or tap here to enter text.

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 proposal is authorized by the WVU SSW Field Office.

Student/Employee Signature

Date

Employment Supervisor Signature

Date

Field Instructor Signature

Date

WVU SSW Field Office Signature

Date

SSW Field Team Use

Date Site Visit Conducted: Click or tap here to enter text.