



ESWI application process and requirements:

1. **Complete your Field Placement Application** on your Student Web Center and indicate your intent to apply for an ESWI.
2. **Attend Required ESWI Information Session (*can attend prior to or after completing step 3*)**
The ESWI team - Student, Field Instructor, Site Supervisor, and employment supervisor - are each required to attend a one-hour Zoom information session about the ESWI program. There will be at least two sessions offered per month and you do not all need to attend on the same day. [RSVP: ESWI Info Session \(by Zoom\)](#).
3. **Complete this ESWI Application** within two weeks of receiving your ESWI Google Folder *in collaboration with your employment supervisor*, proposed social work field instructor, and administrator with fiscal authority. Your employment supervisor and proposed field instructor will be **required to participate** in the placement process. For fiscal authority, please consult with your HR department to ensure that you are eligible to complete an ESWI through your employer.
 - a. Review and discuss this [ESWI overview](#) with your employer. If this is your Advanced year and you are proposing a 2nd ESWI, please read [FAQ: Students Pursuing a 2nd ESW Pilot Placement for Advanced Year 2023-24](#).
 - b. Identify a Proposed Field Instructor (and a Site Supervisor, if applicable). See Section 4 of this application for more information and details on qualifications. Any new BSW or MSW Field Instructor should read the [Field Instructor Roles & Responsibilities](#) and complete a [Field Instructor Application](#).
 - c. If this is a new partnership with PSU SSW, please ask your employer and/or Field Instructor to complete this [Placement Opportunity Form](#).
 - d. Please do not convert this application to a PDF; leave it as a Google doc).
4. **Upload your employment position description** to your ESWI Application Materials folder.
5. **ESWI Eligibility/Planning Meeting (must occur by September 1)**
Once steps 1-4 are complete, contact your Field Coordinator (listed in your Student Web Center) to provide 3 days/times that work for you, your employment supervisor, your field instructor, your site supervisor (where applicable), as well as an agency fiscal or Human Resources administrator (if required by your agency), to attend a 15-minute ESWI eligibility meeting [held on Zoom] to discuss the specifics of your proposed ESWI and confirm your placement. The ESWI Eligibility/Planning Meeting and completion of any items assigned during that meeting must occur before the internship can begin.

If you do not have a Field Coordinator assigned in your webcenter by the time your ESWI application materials are ready to review, contact Jessica Hayes, field program assistant, jessica.hayes@pdx.edu.



Section 2 - Student Information Section:

Name:	
Phone:	
PSU Email:	
Academic Program:	<input type="checkbox"/> BSW PDX Campus <input type="checkbox"/> BSW Online <input type="checkbox"/> MSW PDX Campus <input type="checkbox"/> MSW Distance - Central OR <input type="checkbox"/> MSW Distance - Eugene <input type="checkbox"/> MSW Online
Concentration:	<input type="checkbox"/> Generalist (1st field placement) <input type="checkbox"/> Advanced MSW (2nd field placement) <input type="checkbox"/> Clinical <input type="checkbox"/> Macro
If you are entering your Advanced year, have you previously participated in an ESWI program?	<input type="checkbox"/> No; this is my 1st ESWI <input type="checkbox"/> Yes; this is my 2nd ESWI* *Internships provide an opportunity to become exposed to new systems, populations, field instructors and approaches to practice. If you propose a second ESWI, your second proposal must demonstrate how this opportunity would provide new, different, and/or deeper learning that aligns with your Advanced concentration in order to be approved. When possible, the proposal would also include a new social work field instructor. If this is your ADV MSW year and you are asking for a second ESWI, please read this FAQ .
ESWI Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No I understand that I am making a commitment to remain with my employer for the duration of my 9 month educational internship. **Students who are approved to complete an ESWI and who choose to leave their employment, and/or are terminated from their employment position during the academic year, <u>will not be re-matched to a new internship mid-academic year.</u>



Section 3 - Student Employment Information: Information for the Employer

The student is applying to the School of Social Work's 2023-24 Employed Social Work Internship option. The student has been provided with information regarding the requirements of this option which you are invited to review.

The student must be in good academic standing at PSU and in good standing at their employing agency. Good standing typically means an established employee who successfully completed a probationary period; this is important because an unsuccessful probationary period, or any significant performance concerns, are also likely to result in disruption of the student's internship placement.

Your name and contact information on this application indicates that you are aware of your employee's application to the Employed Social Work Internship option, that you are aware of the program's criteria, and that you are willing to work with the Director of Field Education or their designee, toward developing appropriate internship assignments and social work field education supervision for the employee.

Your name and contact information also indicates your agreement that the student's internship performance will not negatively influence their employment status or evaluations. Please note that any changes to this agreement must be pre-approved by the Field Office. Unapproved changes, including but not limited to, field instructor and learning opportunities, may be grounds for the School to terminate this agreement.

Employing Agency:	Program/Department (if applicable):
Address:	
Job title:	
Length of employment by this agency:	Currently employed for (hours/week):

Direct Employment Supervisor Name:	Credentials/Degree:
Email:	Phone:

Administrator Name (person with fiscal authority, if not direct employment supervisor):



Administrator Email:	Administrator Phone:
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Section 4 - Proposed Field Instructor and Site Supervisor:

- View [Field Instructor Roles & Responsibilities](#)
- Field instructors for BSW students must have a BSW or MSW degree from an accredited social work program plus 2 years post degree experience (Social Work licensure not required).
- Field instructors for MSW students are required to have an MSW degree from an accredited social work program and two years of post-MSW work experience (Social Work licensure not required).
- Site supervisors work in the agency or program and provide day-to-day support to the student when the field instructor is not available. Site supervisors are not required to have a social work degree. If you have an off-site field instructor, you must identify an on-site site supervisor.
- The field instructor and employment supervisor of a student may be the same person. In such cases, supervision time for field education learning **must** be separate from supervision time for employment. Our goal is to ensure the role of the student as a learner while they are engaging in their paid employment position.

Proposed Field Instructor Name:	Credentials/Degree:
Email:	Phone:

Proposed Site Supervisor Name (if applicable):	Credentials/Degree:
Email:	Phone:



Section 5 - Summary of ESWI

Provide a brief 3-5 sentence narrative summary of your proposed internship activities that are different from your employment duties and how these align with the [social work competencies](#). If you will not have any additional tasks outside of your employment role, please put "NA" in the box below:

Provide a brief 3-5 sentence narrative summary of your job duties that will be used for your field internship and discussed in educationally-focused supervision. Please describe how these proposed activities align with the [social work competencies](#). If none of your hours from your employment role will count toward internship hours, please put "NA" in the box below:

Plan for meeting the field education hours requirement (GEN: 12 hours; ADV: 16 hours):

If students are completing internship tasks outside of their regular job duties, we strongly encourage agencies to release the employee from some of their job responsibilities to complete their educational internship hours.

Number of paid employment hours/week:	
Number of paid internship hours/week:	
Number of unpaid internship hours/week:	
Total hours spent in agency/week:	



Section 6 - Identifying Proposed Field Education Opportunities:

Please develop a draft of your initial Field Education Plan (FEP) based on the following guidelines:

- Identify activities that align with a minimum of either 12 (GEN BSW or MSW) or 16 (ADV MSW) hours/week (maximum of 16 hours).
- Write 2-3 activities per competency.
- Engage with and demonstrate competency development across all areas (micro, mezzo, macro).
- Resources and links:
 - Information about our [Generalist](#) and [Advanced](#) curriculum.
 - Sample [Field Education Plans](#) to use for guidance.
 - Additional information and descriptions for each competency, please see below:
 - Generalist (first MSW or BSW placement) ([GEN field info](#))
 - Advanced: Clinical Practice ([Clinical field info](#))
 - Advanced: Macro Practice ([Macro field info](#))



1. Demonstrate Ethical and Professional Behavior

Proposed activities:

2. Engage Diversity and Difference in Practice

Proposed activities:

3. Advance Human Rights and Social, Economic, and Environmental Justice

Proposed activities:

4. Engage In Practice-informed Research and Research-informed Practice

Proposed activities:



5. Engage in Policy Practice

Proposed activities:

6. Engage with Individuals, Families, Groups, Organizations, and Communities

Proposed activities:

7. Assess Individuals, Families, Groups, Organizations, and Communities

Proposed activities:

8. Intervene with Individuals, Families, Groups, Organizations, and Communities

Proposed activities:



9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Proposed activities:

Section 7 - To be completed by Field/Site Coordinator only:

ESWI eligibility meeting completed (date):

1. Student: In your own words, talk about your employment role.
2. Student: What are your learning goals and how do these goals align with your Field Education Plan? (You do not need to go through each competency individually.)
3. Student and Field Instructor/Site Supervisor: Talk about social work educational supervision - How will this be structured and what are each of your goals for this dedicated time?
 - a. Field Instructor: How will you support the student learner in their growth and development as a social worker? How will you address challenges that might come up as the student is pushing into a growth edge?
 - b. If your employment supervisor will also be your Field Instructor, share how educational supervision will be different from employment supervision.
4. Students can record a maximum of 16 hours per week on their PSU timesheet.

Attended ESWI information session

- ☐ Student
- ☐ Field Instructor
- ☐ Site Supervisor
- ☐ Employment Supervisor

Notes (list any substantive modifications to proposed ESWI application and plan, participants, etc.):