

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:

City:

State:

Phone #:

MIX Email:

Placement Start Date:

Placement End Date:

Agency Information

Agency Name:

Agency Address:

City:

State:

Zip:

Current Work Supervisor:

Name:

Title:

Supervisor's Email:

Supervisor's Phone:

Proposed MSW Field Instructor:

Name:

Title:

Email:

Phone:

Proposed Site Supervisor (if applicable):

Name:

Title:

Email:

Phone:

1. Is there an individual at the agency who has an MSW from a CSWE accredited program with 2 years of post-MSW experience, that is willing to serve as a Field Instructor? If not, have you found someone outside of the agency that meets these requirements?
 - a. Yes
 - b. No (do not move forward, reach out to the Field Office if needed)
 - c. No, but I have been instructed by the field office to continue this form
2. Please describe your organization, including its mission, program areas, size and approximate number of professional staff, main office location, and satellite locations (as appropriate), and explain where your current job fits within the organization and your program.
3. Please provide your current job title, when you began this position, and either 3-4 sentences about your current job responsibilities or attach a current job description.
4. Is this your second placement at this agency?
 - a. No
 - b. 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.

5. You must have a field instructor with an MSW from a CSWE accredited program with 2 years of post-MSW experience; whenever possible, this should not be your work supervisor. Your 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:

6. 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
 - 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 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