

TO: **Applicants for Employed Social Work Program (1st or 2nd Year)**

FROM: Cheryl Jackson-Morris, Associate Director of Field Education
Marilyn Cardone, Assistant Director of Field Education
John Bonelli, Field Coordinator of Field Education

RE: Employed Social Work Program Packet (ESW)
Deadline for current (returning) students is April 7, 2018
Deadline for incoming students is May 18, 2018

To be completed by the student requesting to use his/her place of employment as a field placement site.

This program must follow the general field education requirements as described throughout the Field Education Manual. A special written agreement (attached) describing the arrangements must be developed between the School, student and agency. **Approval is contingent upon the soundness of the educational plan.**

Approved placement sites must meet the following minimum criteria:

1. You must have been employed by the agency for at least 6 months
2. Your agency must employ MSW level social workers who can serve as field instructor
3. Your employer must identify an MSW level social worker (who is not your direct job supervisor) who has been with the agency for at least one year and who will provide 1 ½ hours weekly individual supervision
4. You must be able to do your field placement in a different unit or division distinct from your regular job
5. Agency permits student to use a portion of their paid employment hours per week for their field education assignments.
6. The placement must afford learning opportunities that meet the educational objectives specified in the student's concentration.
7. The agency must value the student's educational experience by making programmatic accommodations to meet the student's learning needs as necessary.

There are instances in which an agency permits or encourages an employee/student to add an additional unpaid 15 or 20 hours to their regular job. This does not qualify as an employed placement. Students are advised against accepting any 55-60 hour per week work/placement commitment in addition to their classroom courses. Such a workload is extremely stressful at best, and for many students impossible to complete successfully. The School encourages agencies to participate in the ESW Program in order to help students meet their educational and financial needs.

**If you accept a field placement with your agency and do not receive any paid hours; the ESW outline must still be completed but your placement will not be considered an ESW

Please Print:

Student Name: _____

Agency Name: _____

Agency Address: _____

Agency Telephone: _____

I. Current Employment

a. Current Work Supervisor:

Name _____ Title _____

Telephone # _____ Email _____

You may attach a separate piece of paper if needed in any of the following questions.

b. Briefly describe your current duties and responsibilities below (Attach job description if available). Identify current title/position (population served and interventions utilized).

c. How many years total have you been employed by this organization? _____

d. How long have you been employed by this organization *in your current position*?

e. Have you satisfied your probationary period? ____ Yes ____ No ____ n/a

f. If applicable, describe the duties and responsibilities of past positions you have held in this organization.

II. Proposed Placement: Program name _____

a. Briefly describe your proposed field placement (population served, social work role).

b. Proposed Field Instructor (Not Job Supervisor): Must have an MSW degree.

Name: _____ Number of Years with Agency: _____

Address: _____

Telephone #: _____ Email: _____

Has proposed field instructor supervised an MSW student before? ____ Yes ____ No

Taken the Seminar In Field Instruction? ____ Yes ____ No

(if yes, Where (school) _____ When (year) _____

Proposed Task Supervisor (if applicable):

Name: _____; Degree held _____

Address: _____

Telephone #: _____ Email: _____

c. Describe how your proposed placement will differ from your regular job.

Will you: (check all that apply)

____ be assigned to a different unit

____ work with a different client population

____ be assigned graduate level tasks

____ use different social work intervention concentrations

____ other: _____

d. For each of the following goals, articulate proposed activities that will enable you to achieve the assigned learning outcomes:

Goal #1: **Activity in Concentration: Please state your concentration**
__ IGFP; __ CO; __ PP.

Students in IGFP must have exposure to at least two client systems: Check those that apply. ____ Individuals; ____ Groups; ____ Families.

Goal #2: **For Foundation Field Students only: An additional Activity in either a Macro or Micro Concentration is needed.** For example, if your concentration is CO, student must have direct service as well as a policy assignment. If concentration is IGFP, student must have a macro assignment in either CO or Policy.

Proposed learning activities in major Concentration:

Proposed learning activities in Macro or Micro Concentration:

e. Proposed Work and Field Education Schedule:

Understanding that the student may not have enrolled for classes as of yet, complete (as much as possible) a time plan as discussed by the student, supervisor, and proposed field instructor. Be sure that the field hours add up to the required time per week.

<i>When completing this section, follow this example: Monday</i>	<i>From: 8:30 am To: 5:00 pm</i>	<i>Field Placement</i>	<i>From: 5:00 pm To: 9:00 pm</i>	<i>Class</i>
DAY	TIME	ACTIVITY (placement, class, employment, other)	TIME	ACTIVITY (placement, class, employment, other)
Monday	From: To:		From: To:	
Tuesday	From: To:		From: To:	
Wednesday	From: To:		From: To:	
Thursday	From: To:		From: To:	
Friday	From: To:		From: To:	

Total hours: ____ 15 or ____ 20 (Field placement hours **must add up to 15 or 20 hours**).

Note any concerns about allocating sufficient time for the field placement:

f. Describe how your regular work assignment will be altered or reduced to accommodate the student's role and tasks. (e.g. additional hours, caseload or job responsibility reduction, tasks will be assumed by other staff, any other measures taken).

III. Signatures

PLEASE SUBMIT THIS PLAN TO THE FIELD EDUCATION STAFF PERSON WORKING WITH YOU FOR REVIEW **BEFORE** FINALIZING IT AND GATHERING SIGNATURES.

Student Name _____	_____	_____
Print	Signature	Date
Field Instructor Name _____	_____	_____
Print	Signature	Date
Task Supervisor Name _____	_____	_____
(if applicable) Print	Signature	Date
Work Supervisor Name _____	_____	_____
Print	Signature	Date
Agency Head Name _____	_____	_____
Print	Signature	Date