

Application for Employed Social Work (ESW) Placement 2021-2022

The placement must follow the general field education requirements as described throughout the Field Education Manual. A written agreement describing the arrangements must be developed between the School, student and agency and can be attached when submitted.. **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 90 days (for the 2021-2022 academic year the usual 6 months required period has been reduced to 90 days due to the pandemic).
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 to serve as your field instructor who has been with the agency for at least one year, has two or more years of professional practice beyond the MSW degree, and who will provide weekly individual supervision (1.5 hours/week for those in placement 20 hours-per-week and 1 hour/week for those in placement 15 hours-per-week). If your placement is a clinical one, the field instructor must hold an active LCSW license in good standing. While usually the field instructor should not be the same person who provides you with direct supervision for your employment, **during the 2021-2022 academic year students' employment supervisor may serve as the field instructor as long as they qualify to be a field instructor.**
4. Under pre-pandemic circumstances, students in an ESW placement were required to do field placement in a different unit or division distinct from their regular job. **During the 2021-2022 academic year, due to the pandemic, student field assignments and employment tasks may be the same and counted toward field hours as long as the tasks have clear linkages to the nine social work competencies and their concomitant behaviors.** The Field Education Department will recognize 15 hours of the regular work hours as field education hours during the 2021-2022 academic year due to the pandemic.
5. The placement must afford learning opportunities that meet the educational objectives specified in the student's concentration.
6. The agency must value the student's educational experience by making programmatic accommodations to meet the student's learning needs as necessary.
7. **Students must understand that sometimes employment-based field placements can be complicated. If a student ceases to be employed by the agency for any reason (including termination and resignation), their field placement may also be at risk. Depending on the timing and nature of the separation, the Field Office may not be able to replace a student at another agency during that current academic year. In that case, the student would either be required to have an Educational Review Committee meeting or postpone their field placement until the next academic year.**

There are instances in which an agency permits or encourages an employee/student to add an additional unpaid 15 hours to their regular job. This does not qualify as an employed placement. Students are advised against accepting any 55 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: Current Work Supervisor:

Name _____ Title _____

Telephone # _____ Email _____

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

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

- b. How long have you been employed by this organization? _____
- c. How long have you been employed by this organization *in your current position*? _____
- d. Have you satisfied your probationary period? _____ Yes _____ No _____ n/a
- e. If applicable, describe the duties and responsibilities of past positions you have held in this organization.

II. Proposed Placement: Program name _____

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

III. Proposed Field Instructor: Must have an MSW degree and at least two years of professional practice after the MSW degree (if the placement is a clinical one, the field instructor must be a LCSW).

Name: _____ Number of Years with Agency: _____

Address: _____

Telephone #: _____ Email: _____

Is the proposed field instructor the same person who supervises you in your job? ____ Yes ____ No

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

Has the proposed field instructor taken the Seminar In Field Instruction? ____ Yes ____ No

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

If your placement is a clinical one, does the proposed field instructor hold an active LCSW? ____ Yes ____ No

Proposed Task Supervisor (if applicable):

Name: _____; Degree held _____

Address: _____

Telephone #: _____ Email: _____

Describe if your proposed placement will differ from your regular job and, if so, how.

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: _____

If your student field assignments and employment tasks will be the same and counted toward field hours, the tasks must have clear linkages to each of the following the nine social work competencies and their concomitant behaviors (to be described in detail in the Educational Contract developed between the student and field instructor at the beginning of the placement):

- Competency 1: Demonstrate ethical and professional behavior
- Competency 2: Engage diversity and difference in practice
- Competency 3: Advance human rights and social, economic, and environmental justice
- Competency 4: Engage in practice-informed research and research-informed practice
- Competency 5: Engage in policy practice
- Competency 6: Engage with individuals, families, groups, organizations and communities
- Competency 7: Assess individuals, families, groups, organizations and communities
- Competency 8: Intervene with individuals, families, groups, organizations and communities
- Competency 9: Evaluate practice with individuals, families, groups, organizations and communities

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 one, but preferably, 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: _____

Proposed Work and Field Education Schedule:

Understanding that the student may not have enrolled for classes as of yet, the student, supervisor / field instructor should discuss a plan for the field hours. Be sure that the field hours add up to the required time per week.

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, if relevant. (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 _____ (if different from Field Instructor)	_____	_____	
	Print	Signature	Date
Agency Head Name _____	_____	_____	
	Print	Signature	Date