

Policy on Field Placements at Work Sites and Paid Placements

Work Site Placements

It is the policy of the School of Social Work not to approve field placements at a student's place of employment where the student is conducting work activities to fulfill field practicum requirements.

Under special circumstances, a student may engage in a field practicum at the same agency as the work site, providing that the field instructor (see above section on qualifications for Field Instructors) is different from the work supervisor and that the field placement activities are distinct from tasks performed as a part of the student's employment. Any special arrangements requested by the student must include a **written proposal that ensures the integrity of the learning experience by documenting the requirements outlined above.** The proposal must be signed by the student, by the student's agency administrator or administrative supervisor and by the BSW/MSW selected to be the Field Instructor. The proposal must be:

1. Submitted in writing to the Field Coordinator;
2. Agreed upon by the field instructor, the student's work supervisor and the administration of the placement agency;
3. Approved by the Field Coordinator, the student's advisor and the MSW Coordinator.

Under no circumstances may advanced standing students use their paid work tasks to fulfill their field practicum requirements.

Rationale

Although the Social Work faculty recognize the financial difficulties that many students experience in order to obtain graduate education, we have developed this policy to protect the student and to insure the academic integrity of the field placement.

Regarding student protection, if placed at the work site, a student could jeopardize his/her paid employment if problems arise within the domain of the field placement. It is also possible for previous work experience to interfere with the successful completion of the field placement.

The learning experience could be and in past experience has been compromised if there is not a clear distinction between field and work tasks. The field practicum is the student's opportunity to explore, test, gain skill, obtain new knowledge and

operationalize classroom learning in social work practice. These opportunities cannot be actualized if a student must be accountable for work tasks.

Paid Placements

In recognition of the financial difficulties that graduate students may encounter, the Social Work faculty will consider paid placements when possible. A paid placement must be structured so that the student is receiving a stipend, but is not being paid for service delivery. The payment of a stipend must in no way place employment expectations or requirements that result from the remuneration on the student. Paid placements must be approved by the Field Director, the student's advisor and the BSW/MSW Coordinator.

REQUEST FOR FIELD PLACEMENT IN WORK SITE LOCATION

Please describe the agency where you currently or are planning to work while you will be completing your field placement?

Agency/program and address where you currently or are planning to work.

Agency/program and address of your field placement

Dates, and job titles of employment at agency

Administrative supervisor for your employment

Proposed Field Instructor

Credentials of field instructor

Employed at agency?

Field Instructor's supervisor

Describe your current position, i.e. population of clients or client system that you currently work with, job responsibilities, etc.

Hours that you will be working for your employed position

Additional comments of how the responsibilities of the placement will differ

from your job responsibilities documenting the new learning opportunities that you will expect to receive as a practicum student.

Provide at least one paragraph describing safeguards put into place to minimize possible jeopardization of your employment status while you are a practicum student in the agency.

Provide us with at least one paragraph describing methods that will be employed to protect the integrity of the practicum as a learning experience.

Your signature _____

Date_____

Your work supervisor's
signature_____

Your proposed Field Instructor's
signature_____

