**University of Maine School of Social Work**

**Eligibility, Process, and Application for Newly Obtained, Paid, Worksite-based practicums**

The University of Maine School of Social Work understands that students often must work during their studies and may find it difficult to manage the requirements of education, employment, and the field practicum. We also often have requests by students and agencies for worksite-based field practicum. Worksite-based field practicum can bring benefits to students and employers although there are important boundaries and safeguards that must be in place to protect the integrity of student learning. 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 or current work experience and responsibilities to interfere with the successful completion of the field placement. CSWE provides standards and implementation guidelines for schools of social work about the importance of protecting the role of student as learner in any worksite- based practicum and directs each school to create policies and procedures for how to address worksite-based field practicum.

**Worksite-based Practicum**

At times a student may be interested in seeking a worksite -based practicum.

The School of Social Work believes that worksite-based practicum can best structured in one of three ways:

1. when a student currently employed by a social service agency requests a worksite-based practicum (paid or unpaid) with their existing employment agency in a position that is different from their current or previous paid employment; or
2. when a student in existing unpaid practicum is offered the opportunity to complete the rest of the field practicum as a paid employment-based practicum; or
3. when a student is offered a paid employment-based practicum using a new employment position as the field practicum. (New employment is held at least 60 days but no more than 12 months prior to academic semester the field placement begins.)

It is the policy of the School of Social Work not to approve worksite-based field placements unless special circumstances (as outlined below) are met. Any worksite arrangements requested by the student must include a **written proposal that ensures the integrity of the learning experience by documenting the requirements outlined below.** 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 proposed field instructor, the student’s work supervisor and the administration of the placement agency;
3. Approved by the Field Director, the BSW Assistant Field Coordinator, and the MSW Distance Field Coordinator.

**Stipends during a paid, worksite-based practicum**

Students may receive stipends from the University of Maine as part of a university administered, grant funded program during their placement with an employing agency. A stipend 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. Students may not receive stipends from their employment agency during a paid placement at a worksite-based practicum.

**Newly Obtained, Paid, Worksite-Based Practicum**

A student may petition to use a newly obtained, paid employment as worksite-based practicum. In order to be eligible to use newly obtained employment as a field practicum, Students need obtain an employment position in an agency that is different from a position the student has held before in any other capacity. Students should be employed in this new position for at least 60 days prior to beginning the field practicum to ensure they are in good standing with the Agency. Students may not apply for employment-based practicums using positions they have held for more than 12 months prior to academic semester the field placement begins in order to ensure the integrity of new learning.

In this circumstance, the student is an employee of the Agency and will receive compensation from the Agency while participating in their field learning experience. During the internship hours, the student shall be classified as an employee of the Agency, and shall be entitled to any payment from the Agency in the nature of benefits under the Maine Workers’ Compensation Act for any accident, illness, occurrence or event occurring in or relating to the Agency and arising out of the field learning experience or for any other purpose. It is intended that for all purposes the Student shall be considered a student of the School and an employee of the Agency.

UMS and the Agency are independent entities and are not partners, agents, or a joint venture. With regard to its own employees only, each party will be responsible for compliance with all applicable laws, rules, and regulations involving but not limited to employment, labor, overtime, hours of work, working conditions, workers compensation, payment of wages and payment of taxes (such as unemployment, Social-Security and other payroll taxes including other applicable contributions from such persons as required by law). The Agency is encouraged by UMS to discuss with the Agency's legal counsel the possible legal consequences of having individuals who are Agency employees also engaging in a field placement concurrent with their employment.

### Eligibility and process for Newly Obtained, Paid, Worksite Based Practicum

In order to be eligible to use newly obtained employment as a field practicum, Students need to hold an employment position in an agency that is different from a position the student has held before in any other capacity. Students should be employed in this new position for at least 60 days prior to beginning the field practicum to ensure they are in good standing with the Agency. Students may not apply for employment-based practicums using positions they have held for more than 12 months prior to academic semester the field placement begins in order to ensure the integrity of new learning. Agencies must meet criteria established by the school of social work that guides selection of field agencies and field instructors/site supervisors and offer students the opportunity to engage in all social work competencies and behaviors in order to fulfill field education requirements

Agencies:

1. negotiate the rate of pay/benefits for the employment-based practicum, the job description, and the length of employment (temporary or permanent) directly with the student;

2. agree that students will complete all required field practicum hours at the agency as paid employment-based practicum;

3. ensure the student has opportunity to demonstrate all the social work competencies and behaviors as appropriate to the student’s educational program (i.e. BSW placement, MSW Generalist placement, MSW Specialization placement) during the practicum;

4. provide field supervision/site supervision\* above the required employment supervision. The school of social work requests that agencies assign separate field instructors /site supervisors and employment supervisors;

a. If that is not possible, then a single supervisor may offer both employment and field supervision but the two supervision purposes cannot be combined. Field instructors/site supervisors must offer 1.5 hours of field supervision (1 hour individually weekly and ½ hour as needed) in addition to any required employment supervision

5. sign completed student worksite application and discuss information contained within with the Field Coordinator prior to approval; and

6. sign a University of Maine Field Placement Affiliation Agreement prior to the student beginning any practicum.

*\* Field instructors may hold BSW or MSW for BSW students only. Field Instructors must hold an MSW for MSW students. All field instructors must have two years post graduate social work experience.*

Students:

1. obtain a new employment position with an employer that is different than one the student has held before to ensure integrity of learning;

a. The definition of “new position” is a position held for at least 60 days but no more than 12 months prior to academic semester the field placement begins.

2. understand they must demonstrate all social work competencies and behaviors as appropriate to the student’s educational program (i.e. BSW placement, MSW Generalist placement, MSW Specialization placement) in order to fulfill field education requirements;

3. negotiate the rate of pay/benefits for the employment-based practicum, the job description, and the length of employment (temporary or permanent) directly with the agency;

4. clarify the expectations of the agency for employment timeframes, including post practicum and semester breaks; and

a. may count up to 40 hours of pre-practicum *orientation only* towards their field practicum hours**.** No other pre-practicum employment will count towards field practicum hours.

b. Students are not able to engage in field placement activities during times they are not registered for classes (i.e. winter break/summer break) without special arrangements made with the faculty liaison.

c. In no circumstances may students complete the field practicum earlier than outlined by the School of Social Work field practicum schedule due to working employment additional hours.

5. complete the worksite application and submit to the field coordinator. This application must be approved prior to any paid employment-based placement hours being counted towards field hours.

**UNIVERSITY OF MAINE APPLICATION FOR NEWLY OBTAINED, PAID, WORKSITE BASED PRACTICUM**

***Instructions:*** *Students complete in full and obtain required signatures prior to submitting to the Field Coordinator.*

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Application:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Agency/program and address of newly obtained, paid, worksite based practicum
2. Describe your proposed newly obtained, paid, worksite based practicum, including your job responsibilities.
3. Have you held this type of proposed position before?
4. When did you start the position? Will you have held the position for at least 60 days but less than 12 months before the placement will begin?
5. Using the 9 Social Work competencies, describe the learning opportunities that you expect to receive as a practicum student in the agency in this position. Provide at least one example per competency.
	* 1. Demonstrate ethical professional behavior
		2. Advance Human Rights and Social, Racial, Economic and Environmental Justice
		3. Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice
		4. Engage in Practice-informed Research and Research-Informed Practice
		5. Engage in Policy Practice
		6. Engage with Individuals, Families, Groups, Organizations, and Communities
		7. Assess Individuals, Families, Groups, Organizations, and Communities
		8. Intervene with Individuals, Families, Groups, Organizations, and Communities
		9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities
6. What kinds of things will you do to keep your employment secure and in good standing while also being a student field practicum student?
7. What kinds of things will you do to keep the focus on your learning as a field practicum student while also being an employee?
8. Name/Phone/Email for your supervisor at the placement
	1. Credentials of proposed supervisor (Please check)

\_\_\_\_\_\_\_\_\_BSW or \_\_\_\_\_\_\_\_ MSW or \_\_\_\_\_\_\_\_Other degred

1. A BSW or MSW Field Instructor is required for BSW students during placement. An MSW field instructor is required for MSW students. If the proposed supervisor listed above does not have a BSW degree or MSW degree, please provide the name/phone/email for the person who will be your BSW or MSW consultant:
	1. Credentials of proposed BSW/MSW consultant Please check)

\_\_\_\_\_\_\_\_\_BSW or \_\_\_\_\_\_\_\_ MSW

1. Number hours per week:
	1. # of paid employment-based field practicum hours per week at the agency: \_\_\_
	2. # of additional, paid, non-practicum employment hours per week at the agency:\_\_\_
2. Student rate of pay during practicum hours (please complete all that apply)\*:
	1. Hourly: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Salaried: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Temporary or Permanent Position?\* (Please check all that apply:
	1. This new employment-based field practicum is expected to be temporary for the student for the length of the field practicum\_\_\_\_\_\_\_\_\_\_
	2. This new employment-based field practicum is expected to be permanent for the student and continue post field practicum\_\_\_\_\_\_\_\_\_

*\*Gathered only for aggregate, de-identified accreditation and university data reporting purposes.*

Student signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment supervisor’s signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field Instructor’s signature

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This request was reviewed on \_\_\_\_\_\_\_\_\_(date) and \_\_\_\_\_\_approved or \_\_\_\_\_\_not approved. If not approved, see comments below.

Field Coordinator’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Field Coordinator Comments:**