**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 BSW/MSW Field Manual 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. Furthermore, students must demonstrate the employment-based setting provides opportunities for the student to engage as a learner and fulfill field education requirements.

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 propsed 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.

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 BSW Assistant Field Coordinator, and the MSW Distance Field Coordinator.

**REQUEST FOR FIELD PLACEMENT IN WORK SITE LOCATION**  
  
**Instructions:** Students must complete in full and obtain required signatures prior to submitting to the Field Coordinator.

1. Agency/program and address of employment

# Agency/program and address of your proposed field placement

# Job titles/dates of job titles you have held while employed at the agency

# Name/Contact information for your administrative supervisor at the agency

# Name/Contact information for proposed Field Instructor

# Credentials of proposed Field Instructor: BSW or MSW?

# Is proposed Field Instructor employed at agency?

# If proposed field instructor is not employed at agency, provide the name and contact information for the person who will oversee your daily proposed field practicum tasks at the agency (i.e. your site supervisor).

# Name/Contact information for Agency Administrator

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

# Hours that you will be working for your employed position

# Describe your proposed field practicum, including how the responsibilities of the field practicum will differ from your job responsibilities.

# Hours that you will be working for your field practicum

# Using the 9 Social Work competencies, describe the the new learning opportunities that you expect to receive as a practicum student in the agency. Provide at least one example per competency.

# Provide at least one paragraph describing what safeguards you will put in place to minimize possible jeopardy to your employment status while you are a practicum student in the agency

# Provide at least one paragraph describing the methods you will use to protect the integrity of the practicum as a learning experience while you are concurrently an employee of the agency

Your signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your administrative supervisor’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your proposed Field Instructor’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_



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

Field Coordinator’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Comments:**