

Guidelines for Employment-Based Practicums

We recognize that circumstances of some students may make it necessary for them to explore practicums in their agencies of employment. Professional activity and learning are not inconsistent, but there is a difference in emphasis between the goals of **educational development** and those of a **job description**. **The focus of the MSW practicum must be on the student's learning.**

Several drawbacks have been associated with employment-based practicums including:

- student role confusion,
- difficulty creating comparable learning experiences,
- inability of the organization to fully support student-learning experiences, and
- the additional time required to meet educational supervision expectations.

The following is provided in order to support a clearly defined educational experience for students in employment-based practicums:

- The organization has either different units or distinctly different learning opportunities that will provide the student with social work practice experiences.
- The organization must have the willingness and capacity to make resources available to the student. In particular:
 - Staff with professional competence in the learnings the student is to undertake
 - Availability of a qualified Field Instructor to monitor and direct the practicum activities, provide weekly supervision as well as consultative time.
- There is no undeclared dual relationship that impedes student learning. For example, the field instructor cannot be the current employment supervisor or manager.
- The schedule demonstrates the opportunities for the student to develop social work competencies. Otherwise, a Request for Course Extension must be completed that indicates the supervised hours outside of the semester.
- The assignments must be
 - consistent with the learning objectives of the MSW program,
 - appropriate to the education of an MSW student, and
 - sufficiently developed so as to engage an MSW student in learning activities for the designated practicum time.
- The student must have the opportunity *to gain knowledge and competencies in new methods, modalities and interventions.*
- The student should have the opportunity to work with *new client populations and problem areas.*
- The *Employment-based Practicum Application* must be completed and submitted for approval.

Employment-based Practicum Application

(to be completed by student and field instructor)

Please attach a proposed practicum schedule.

Student section

Name:

Agency name:

Address:

Telephone:

Your current title, position and duties: (Must be in the position for at least one year. Please attach a copy of current job description.)

Previous job positions and titles in agency: (if applicable)

Name and title of current employment supervisor: (for position you currently hold in agency)

Name of Agency Executive Director:

Is this a paid practicum? If yes, *please know that the employer will be required to provide workers' compensation and liability insurance coverage.*

Describe proposed practicum (type of service to be provided and activities involved, days and time)

Employment-based Practicum Application

Proposed Field Instructor Section

Name:

Position:

Telephone:

Email:

Please include a resume that indicates MSW / BSW (School and Year)

Agree to participate in online Field Instructor Training: Yes ☐ No ☐

Previous Field Instructor Experience: Yes ☐ No ☐

Student and Proposed Field Instructor

Please sign below to verify that no undeclared dual relationship which may impede student learning exists between proposed Field Instructor and student. This is designed to insure that boundaries with a new supervisor are free of conflicts of interest, clear and professional in nature in the service of clients.

Student signature

Date

Proposed Field Instructor signature

Date

Agency Director signature

Date

Field Education Office only: ☐ **Approved (date)** _____

☐ **Not approved (date and reason)** _____