**Request for Practicum Placement in an Agency of Employment**

Practicum placement in an agency where a student is employed may be proposed by students.

With the exception of CWTAP students, only one of the required placements (either SocW 524-Foundation Practicum or SocW 525-Advanced Practicum) may be completed in the agency where the student is employed. BASW students may also request an Agency of employment placement (the process will be the same as for MSW students).

Evaluation and approval of the proposal to use the agency where the student is employed for a field placement is the responsibility of the School of Social Work. The proposal must be approved by both the student's Field Faculty and the Director of Field Education.

**General Instructions**

1. The proposal must be designed in such a way that its implementation will facilitate the student's development as a professional social worker by providing opportunities to pursue and achieve the development and mastery of competencies for the Foundation and/or Advanced Curriculum in which the student is enrolled.

2. The proposal may not include or in any way duplicate the roles, tasks, or responsibilities for which the student is employed by the agency.

3. The student should review the "Request for Practicum Placement in an Agency of Employment" with his/her Field Faculty at the School of Social Work. The focus of the review is to ensure there will be opportunities for the student to meet the competencies and practice behaviors specific to the curriculum the student is enrolled. The proposal must be submitted early in the quarter prior to the quarter practicum is to begin. Students may not begin their practicum until final written approval is given by the Director of Field Education to the field faculty, student and the field instructor.

**Specific Instructions**

1. Proposal for Practicum Placement in Agency of Employment. (Under this heading should be the following):

1. Student Information:
   1. Student’s Name
   2. Telephone Number
   3. UW Email Address
   4. Designation of placement as BASW, MSW Foundation or Advanced, MSW EDP
2. Current Employment Information:
   1. Name of Agency
   2. Division/Unit(if applicable)
   3. Agency Address
   4. Agency Telephone Number
3. Proposed Field Education Site:
   1. Name of Agency
   2. Division/Unit(if applicable)
   3. Agency Address
   4. Agency Telephone

2. The proposal must include the following:

a. List which placement, which quarter(s) and how many credits each quarter.

b. Proposed Starting Date

c. Provide a description of the overall agency's functions and staff composition

d. Provide your employment title and describe your regular responsibilities.

e. Provide name and title of your employment supervisor.

f. Specify your current work schedule (days and times).

g. Describe the proposed Practicum within the agency and how it will differ from the duties and responsibilities for which you are employed.

h. Describe the learning opportunities (including micro, mezzo, macro if you are a BASW/Foundation student) which will be available in the Practicum to support the mastery of all competencies as identified by the School of Social Work by curriculum year. **The proposal must spell out in detail (by each competency and practice behavior) in what ways the student will obtain all required competencies and practice behaviors at the agency of employment.**

i. Describe how your work load will be reduced to ensure that the required time for your Practicum is available each week of the Practicum and provide specific information on what your new work schedule will be (days and times) after you begin the proposed practicum.

j. Specify the days and times which will be set aside for the Practicum each week.

k. Specify the days and times which will be set aside for instruction each week with your proposed field instructor (a minimum of one and one-half hours of actual practicum instruction/conference time per week is required per student that is in placement 16-24 hours per week. Duration and frequency of supervisory conferences for students in placement less than 16 hours or more than 24 hours per week should be adjusted by agreement with the assigned field faculty.)

3. Field Instructor

* The approval and acceptance of the field instructor (MSW and two years post-graduate practice experience are the minimum requirements) rests with the School of Social Work. Present supervisors of the student making the proposal may not be utilized as field instructors.
* The proposed field instructor must complete the Field Instructors Biographical Form, or provide a copy of their resume. The Bio form or resume must be submitted with the proposal.
* The field instructor must serve in the agency of employment, be on the agency’s Board, serve as a volunteer in the organization, or be a faculty member in the School of Social Work who has been approved by the Director of Field Education to provide off-site instruction with the assistance of an on-site agency task supervisor.
* The field instructor must indicate approval for the plan, including their willingness to serve as the field instructor and to be available for practicum instruction, by their signature (see #5 below).

1. Administrative Approval

The Administrator of the agency where the student is employed and the student's current supervisor must sign the proposal indicating their approval of the proposal, including the required time for the employee to be a student in the agency and for the person providing practicum instruction to serve as the student's instructor (see # 5 below).

1. The completed proposal must be signed and dated by the responsible Administrator, your current supervisor, the proposed field instructor and yourself in the following format:

|  |  |  |  |
| --- | --- | --- | --- |
| **Responsible Administrator** | **Current Supervisor** | **Proposed Field Instructor (MSW)** | **Student** |
| Name: | Name: | Name: |  |
| Title: | Title: | Title: |  |
| Telephone Number/Email: | Telephone Number/Email: | Telephone Number/Email: | Telephone Number/Email: |
| Signature & Date: | Signature & Date: | Signature & Date: | Signature & Date: |

Field Faculty Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director of Field Education Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submission of Proposal:**

* Students are required to first submit a draft of the Agency of Employment proposal to their Field Faculty for review.
* Field Faculty tentatively approves and directs student to get agency signatures.
* Student turns in two copies to Field Faculty with agency signatures.
* Field Faculty signs the Agency of Employment proposal and sends it to the Director of Field Education for review and signature of approval.
* The Field Faculty gives the approved Agency of Employment to the Practicum Program Coordinator who puts a copy in the student’s file.
* The Field Faculty sends a copy of the final approval to the student and Field Instructor.