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**University of Washington School of Social Work**

**Policy on Work-study arrangements in Field Education Placements**

The following summarizes SSW policy and protocol for Field Education placements in which students have financial support in the form of a federal or state work-study grant:

**“Work-Study” grants**. The School of Social Work has a policy for field education placements in an organization in which the student is also employed – these are referred to as “Agency of Employment” placements. Work-study grants are a sub-category of Agency of Employment placements, with their own policy and protocol. This work-study policy was developed to ensure our practices meet the Council on Social Work Education’s accreditation standards regarding field education placements in which students are also employed, and to ensure that student learning remains paramount.

To ensure the role of student as learner in a work-study arrangement, SSW policy is that the Field Instructor and Work-Study Supervisor are not the same. Students develop their field education learning contract collaboratively with their Field Instructor, who provides weekly supervision of field learning activities. Students with work-study grants must develop a written “Work-Study Addendum” to the field learning contract in collaboration with their SSW Field Faculty, Field Instructor, and Work-Study Supervisor. The SSW Field Faculty member submits the completed work-study addendum to the Director of Field Education for approval.

SSW policy also specifies that the number of hours of work-study activities that can be counted towards field education credit will vary depending on what tasks and responsibilities are asked of the student in their work-study position. CSWE requires that any work-study hours that are counted as field education credit hours must be spent on learning activities that address the SSW competencies. Any work-study tasks or responsibilities that are unrelated to competency development may not be counted towards field education credits. If a student has a work-study grant at an agency where every task and responsibility is directly related to the MSW competencies (i.e., all the tasks and responsibilities are mapped out in the learning plan as helping to develop the competencies), then all the paid hours could be applied to field education credits. If some tasks relate to the competencies and some do not, then the student and Field Instructor will need to specify which tasks/hours count towards field education credit and which do not. The work-study addendum to the learning contract specifies those work-study activities that may count towards academic credit.