

University Of Maryland School of Social Work
Office Of Field Education
Employment Based Placement Guidelines Checklist

Students requesting a field practicum at their current place of employment must submit an Employment Based (EB) Screen and Proposal in addition to the field application. The EB Screen and Proposal are links available in the field application. Students interested in EB practicum should complete the EB screen when submitting their field application. The EB proposal must be submitted within 4 weeks of indicating an interest in an EB practicum. The student's ability to succeed in field education and become well skilled in social work competencies is the central focus in the consideration of an Employment Based Field Practicum proposal.

The student and agency are responsible for meeting the following requirements to be considered for an Employment Based practicum:

- ✓ First, student should discuss with employment agency their interest in seeking an Employment Based practicum and request initial approval and permission to pursue this option.
- ✓ The student should be employed at the agency long enough to have met the agency's requirements for successful completion of the probationary period.
- ✓ The agency must successfully complete the field placement application and be approved by the Office of Field Education as a field placement site. For more information on agency approval and to access the application [Click here](#)
- ✓ The agency must be willing to establish an affiliation agreement with the School of Social Work if one does not already exist.
- ✓ The agency field instructor must complete the UMB SSW field instructor application and meet all appropriate program requirements and qualifications. For information about becoming a field instructor and to access the application [Click here](#)
- ✓ The agency must be willing to allow the student/employee to attend classes and provide learning opportunities that enhance present job skills and knowledge and are appropriate to the student's level of social work training. The student may act in their current employment role and use their current employment tasks as the field practicum.

- ✓ The agency must be willing to allow the field instructor to attend field education training and seminars and have sufficient time to provide a minimum of one hour per week of supervision.
- ✓ The student must be engaged in practicum in increments of at least four hours each day of field practicum, for a total of 16 hours a week for foundation and 24 hours per week for advanced students.
- ✓ In collaboration with the field instructor, the student must complete the Employment Based proposal in the EFN.
- ✓ Once the proposal is approved, all stakeholders must sign the EB Proposal Signature Agreement page via DocuSign.
- ✓ Agency leadership must submit to the field coordinator a letter in support of the student's participation in the EB practicum. For a sample letter template [click here](#)
- ✓ Once a student submits the EB Screen a field coordinator will be in touch to discuss your interests.
- ✓ Students have up to four weeks to submit the EB Proposal after expressing their interest in an EB practicum.
- ✓ Student should forward this document to their employment agency supervisor and leadership so that they are informed and can participate in the process. A copy of this document can be found [here](#).

Acknowledgment Statement

By checking this box, I confirm that I have read and agree to the process for approving an Employment Based practicum.