

EMPLOYMENT-BASED PLACEMENT PROPOSAL APPLICATION

An Employment-Based (EB) Placement option is available for students who would like to have their practicum placement at the agency where they are employed.

STEP 1: The student completes the proposal, sometimes with the aid of their employment supervisor or practicum instructor.

STEP 2: The student shares a draft of this proposal with all stakeholders (employment supervisor, practicum instructor, and agency administrator) for their review and feedback prior to submission.

STEP 3: After all stakeholders have approved the draft, the student shares the draft with their assigned OPE practicum coordinator for approval **before** submitting it for digital signatures in the EPN. The student's practicum coordinator will review this proposal to determine if it meets the requirements of the University of Maryland School of Social Work and the Council on Social Work Education. During the review process, the student's practicum coordinator asking them for additional information, or to make modifications to address concerns in the proposal.

STEP 4: After the practicum coordinator gives their approval, the student submits the proposal for digital signatures.

STEP 5: Students will be notified when their proposal has been accepted.

SECTION 1: Employment information

Student's beginning date of employment (mm/dd/yyyy) **Please note: The student must have completed the agency's probationary period prior to beginning practicum. **Students who lose their employment risk losing their practicum placement.***

Student's current employment status, please include days and times for current employment: *Fulltime* *Part-time*

Agency's days and hours of operation:

Has the agency been approved as a UMB SSW site for practicum education?

Yes No

Check "yes" if the agency has submitted an agency application and has been approved by the Office of Practicum Education. Check "no" if the agency needs to submit an application for approval.

Agency has prior experience as an employment-based placement site? Yes No

Has the practicum instructor been approved by the Office of Practicum Education?

Yes No

SECTION 2: Employment Based (EB) Placement Options

Students have two options for EB placement. Please indicate the type of EB placement below:

EB option #1: Students may use their paid employment hours to count as practicum time if the student's current employment responsibilities meet the nine Social Work Competencies, the identified competency behaviors, and the curriculum requirements consistent with the student's status - Foundation, Advanced [Clinical or Leadership, Policy and Social Change (LPSC)]. Yes No

EB option #2: Students may engage in practicum experiences that are different than their paid employment or will take place in a different department than their paid employment within the agency where they are currently employed. Yes No

SECTION 3: Description of Current Employment Role

For an EB proposal to be approved, the agency and the student's supervisor must agree to allow the student to use paid employment hours as practicum time and/or agree to flexibility in the schedule in which the student can complete practicum time in addition to, or as part of their paid employment. The practicum plan must be educationally focused, not centered solely on agency services, and must meet criteria required for practicum placements. It must also meet the curriculum requirements consistent with the student's status - Foundation, Advanced (Clinical or LPSC).

Describe the student's current job assignments, job title and division/department.

SECTION 4: Modifications to Current Employment Role/Assignments (if needed)

If the student is taking on tasks in addition to their regular work assignment to meet the practicum requirements, describe how the student's regular work assignment will be reduced to assume additional responsibilities under the student role.

If the student's regular workload meets all requirements of the practicum and there is no need to reduce the student's workload, please indicate "not applicable" below.

Note: expected caseload reduction; identify specific tasks and responsibilities that will be assumed by other staff and any other measures taken that describe the reduction of work. For this proposal to be approved, the availability of release time for course work and practicum instruction must be ensured. If the student will be engaged in hours beyond their regular employment schedule, please note that below.

SECTION 5: Description of Practicum Requirements

FOUNDATION PRACTICUM SOWK 635-636 The student should maintain a caseload; have weekly supervision with their instructor; complete a psycho-social assessment; plan and carry out macro practice opportunities; plan and carry out a group assignment; have opportunity to demonstrate generalist skills and complete a minimum of three process recordings each semester, which must include one macro process recording for the academic year.

ADVANCED CLINICAL PRACTICUM SWCL 794-795 The student should maintain a caseload; have opportunity to demonstrate advanced clinical skills, complete a psycho-social assessment; have weekly supervision with their instructor and complete a minimum of three clinical process recordings each semester.

ADVANCED LEADERSHIP, POLICY, AND SOCIAL CHANGE (LPSC) PRACTICUM SWOA 794-795 The student should maintain management, policy or community organizing assignments in human service organization or programs; have opportunities to demonstrate LPSC skills, have weekly supervision with their instructor and complete a minimum of three LPSC process recordings each semester.

SECTION 6: Description of How Practicum Requirements will be met in the EB Placement. Please complete the section that applies to you.

FOUNDATION GENERALIST PRACTICUM SOWK 635-636

1. THE STUDENT IS REQUIRED TO MAINTAIN A CASELOAD. Please describe the caseload size, population, and area of focus for your current or anticipated caseload. Include in this section the type of engagement you will have with individuals on your caseload. (For example, case management, referral services, PRP, behavioral intervention, discharge planning)

2. THE STUDENT SHOULD HAVE THE OPPORTUNITY TO COMPLETE A PSYCHO-SOCIAL ASSESSMENT. The psychosocial assessment is a comprehensive assessment which requires an individual to meet (usually) more than once with a client and their

contacts to establish trust and learn detailed and sensitive information for the assessment.

Please describe your opportunity to engage closely with a client to allow for the completion of a psychosocial assessment.

3. THE STUDENT IS REQUIRED TO PLAN AND CARRY OUT MACRO PRACTICE OPPORTUNITIES. Please describe below any organizational, policy or community projects you are involved in as part of your employment, or opportunities you have to engage in organizational, policy or community-based projects as part of your practicum to meet this requirement.

4. THE STUDENT IS REQUIRED TO PLAN AND CARRY OUT A GROUP ASSIGNMENT. Please describe below your current employment responsibilities related to facilitating a group. If you do not currently facilitate a group as part of your employment, describe any potential opportunities to facilitate a group to meet the requirement. (This may include therapeutic or educational group, meeting facilitation, community or client roundtable or facilitating training.)

ADVANCED CLINICAL PRACTICUM SWCL 794-795

1. THE STUDENT IS REQUIRED TO MAINTAIN A CASELOAD. Please describe the caseload size, population, and area of focus for your current or anticipated caseload. Include in this section the type of engagement you will have with people on your caseload. (For example, case management, referral services, therapeutic intervention and support, assessment, treatment planning, and discharge planning).

2. THE STUDENT SHOULD HAVE THE OPPORTUNITY TO COMPLETE A PSYCHO-SOCIAL ASSESSMENT. Psychosocial assessment is a comprehensive assessment which requires an individual to meet (usually) more than once with a client and their contacts to establish trust and to learn detailed and sensitive information for the assessment.

Please describe your opportunity to engage closely with a client to allow for the completion of a psychosocial assessment.

3. THE STUDENT IS REQUIRED TO DEMONSTRATE ADVANCED CLINICAL SKILLS. Please describe below the clinical skills and interventions utilized as part of your current employment and/or skills you will have the opportunity to develop and practice as part of your practicum.

ADVANCED LPSC PRACTICUM SWOA 794-795

THE STUDENT SHOULD MAINTAIN MANAGEMENT, POLICY OR COMMUNITY ORGANIZING ASSIGNMENTS IN HUMAN SERVICE ORGANIZATION OR PROGRAMS. Please describe below your role in your current employment and how you are currently demonstrating, or will have the opportunity as part of your practicum to demonstrate skills in the below areas.

1. Leadership and management tasks or assignments.

2. Policy tasks or assignments.

3. Community organizing tasks or assignments.

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SECTION 7: Competencies

Students must engage in each of the competencies below and have opportunities to demonstrate behaviors within these competencies consistent with their year in the MSW program and concentration (Foundation, Advanced Clinical, or Advanced LPSC).

1. Demonstrate Ethical and Professional Behaviors
2. Advance Human Rights and Social, Racial, Economic and Environmental Justice
3. Engage in Anti-Racism, Diversity, Equity and Inclusion (ADEI) in Practice
4. Engage in Practice-Informed Research and Research-Informed Practice
5. Engage in Policy Practice
6. Engage with Individuals, Families, Groups, Organizations, and Communities
7. Assess Individuals, Families, Groups, Organizations, and Communities
8. Intervene- Individuals, Families, Groups, Organizations, and Communities
9. Evaluate Practice- Individuals, Families, Groups, Organizations, and Communities

SECTION 8: The Proposed Schedule for Practicum, Classes, and Employment

Student: Although you may not have enrolled for classes yet, identify the plan as it has been discussed by yourself, your supervisor, and proposed instructor. Foundation Practicum is typically 16 hours per week. Advanced Practicum is typically 24 hours per week, unless the student is on an extended schedule which would be 16 hours per week. A practicum day must not exceed an 8-hour block.

Day	Time (From: __ To: __)	Activity (Practicum, Class or Employment)	Time (From: __ To: __)	Activity (Practicum, Class or Employment)
Monday				
Tuesday				
Wednesday				

Thursday				
Friday				
Saturday				
Sunday				

SECTION 9: Agreement and Commitment Among Stakeholders

Once the proposal is approved by the student’s assigned practicum coordinator, the student will be notified and directed to submit this proposal to all stakeholders for digital signature.

The practicum instructor, employment supervisor, and agency administrator are the stakeholders in this proposal. Each stakeholder must read and agree to the proposal before digitally signing it. Their digital signatures will serve as confirmation of their approval. The practicum coordinator will sign for final approval when all signatures have been received.

Please enter the name and contact information for the stakeholders who will be sent this proposal for approval and signature. * Some individuals may fulfill more than one stakeholder role (e.g., the employment supervisor might also be the practicum instructor)

Agency Leadership (Director, Program Manager, Administrator)	Title	Email address for electronic Signature	Date Approved
Employment Supervisor	Title	Email address for electronic Signature	Date Approved
Proposed Practicum Instructor	Title	Email address for electronic Signature	Date Approved
Student Name	Signature		Date Submitted
Practicum Coordinator	Signature of Approval		OPE Accepted