**EMPLOYMENT-BASED FIELD PLACEMENT PROPOSAL APPLICATION**

An Employment-Based Field Placement option is available for students who would like to have their field placement at the agency where they are employed. This requires a proposal developed by the student, a Field Instructor, the student's employment supervisor, and the approval of the agency administrator. The proposal outlined in the following pages is designed to capture the information that will document the requirements for an employment-based field placement as described by the University of Maryland School of Social Work and the Council on Social Work Education. Please read the information on Employment-Based Field Education in MSW Field Education Manual.

**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 the academic year (that the field practicum is to begin).*

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

Agency's days and hours of operation: 

Agency is a UMB SSW Approved Field Education Practicum site for field education?

 Yes  No

By checking "yes" the agency has submitted and has been approved by SSW as a Field Education Practicum site. Check “no” if the process has started but agency is not yet approved.

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

Is the Field Instructor listed in this proposal approved by the University of MD SSW?  Yes  No

**SECTION 2: Employment Based (EB) Placement Options**

Students have two options for Employment Based Field Placement, please indicate the type of Employment Based Placement below:

**EB option #1**: Students may use their paid employment hours to count as field practicum time if the student’s current employment responsibilities meet the nine Social Work Competencies and identified competency behaviors and curriculum requirements consistent with the student's status - Foundation, Advanced (Clinical or MACRO).  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 field practicum time and/or agree to flexibility in the schedule in which the student can complete field practicum time in addition to, or as part of their paid employment. The plan for the field practicum must be educationally focused, not centered solely on agency services and must meet the criteria for all the SSW's field placements. It must also meet the curriculum requirements consistent with the student's status - Foundation, Advanced (Clinical or MACRO).

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 field 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 not a 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. or this proposal to be approved, the availability of release time for course work and field 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 FIELD PRACTICUM SOWK 635-636 The student should maintain a caseload; have weekly supervision with field 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 FIELD 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 field instructor and complete a minimum of three clinical process recordings each semester.

ADVANCED MACRO FIELD PRACTICUM SWOA 794-795 The student should maintain management, policy or community organizing assignments in human service organization or programs; have opportunity to demonstrate macro skills, have weekly supervision with field instructor and complete a minimum of three macro process recordings each semester.

**SECTION 6: Description of how practicum requirements will be met in the EB placement.**

**FOUNDATION GENERALIST FIELD 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 people on your caseload. (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 thorough assessment which requires an individual to meet (usually) more than once with a client and their contacts to establish the trust required 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.

1. 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.
2. 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 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 FIELD 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. (case management, referral services, PRP, behavioral intervention, discharge planning).

1. THE STUDENT SHOULD HAVE THE OPPORTUNITY TO COMPLETE A PSYCHO-SOCIAL ASSESSMENT. Psychosocial is a thorough assessment which requires an individual to meet (usually) more than once with a client and their contacts to establish the trust required 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.

1. 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 field practicum.

**ADVANCED MACRO FIELD 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 above areas.

1. Leadership and management tasks or assignments.
2. Policy tasks or assignments.
3. Community organizing tasks or assignments.

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.

1. Demonstrate Ethical and Professional Behaviors
2. Engage Diversity and Difference in Practice
3. Advance Human Rights and Social, Economic and Environmental Justice
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 Field Placement, 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 field instructor. (Foundation Practicum is 16 hrs. per week and is not to extend beyond 3 days per week. Advanced Practicum is 24 hrs. per week and is not to extend beyond 4 days per week. A Field day is not to exceed an 8-hour block or be less than a 4-hour block.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day** | **Time(From: \_\_ To: \_\_)** | **Activity** (Field Practicum,Class or Employment) | **Time(From: \_\_ To: \_\_)** | **Activity** (Field Practicum,Class or Employment) |
| Monday |  |  |  |  |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  |  |  |
| Friday |  |  |  |  |
| Saturday |  |  |  |  |
| Sunday |  |  |  |  |

SECTION 9: Agreement And Commitment Among Stakeholders

The Office of Field Education will review your 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, you may receive a request to provide additional information or to make modifications to address any concerns in the proposal. Once the proposal is accepted by the coordinator, they will notify you the proposal is accepted and will initiate the DocuSign process for stakeholders to sign off on their agreement with the proposal via the Agreement Signature Page.

The following individuals are considered stakeholders for the practicum and will receive a copy of the Agreement Signature Page via DocuSign. The student should provide each stakeholder an electronic or hard copy of the EB proposal to review prior to their signing the Agreement Signature Page in DocuSign. Each stakeholder must read, review, and agree to the proposal before electronically completing the signature page in DocuSign. Signatures on the Signature Agreement Page represent acceptance and agreement with this proposal.

Please enter the name and contact information for the following stakeholders, these individuals will receive the Agreement Signature Page in DocuSign. The proposal cannot be approved without all boxes completed. \* Some individuals may fulfill more than one stakeholder role (i.e. your employment supervisor will be your field instructor)

|  |  |  |  |
| --- | --- | --- | --- |
| Agency Leadership (Director, Program Manager, Administrator) | Title | Email address  | Date |
| Employment Supervisor | Title | Email address | Date |
| Proposed Field Instructor | Title | Email address | Date |
| Student Name | Email address | Date |