Office of Field Education

Employer Based Practicum Guidelines

The social work field practicum is an integral part of the social work student's academic experience and considered the signature pedagogy for social work education. The challenge for the student who is considering completing the field practicum requirements at their place of employment is the overlap of roles. The roles of student-learner and worker are different in several respects, both as defined by the organization, and the student.

It is **preferred by the School of Social Work that students complete the field practicum requirements in agencies where the student has never been employed or is not currently employed**. If a student is requesting an employer-based practicum, the Council of Social Work Education (CSWE) requires a role distinction be clear and unambiguous. MSW Advanced Year (Final Field) student may apply for consideration of an employer-based practicum at their place of employment provided they have been employed at least 12 consecutive months and the practicum meets the requirements outlined by CSWE and the School of Social Work.

Employer-based practicum requests are reviewed for consideration by the Field Education Committee twice per year, February and September. The Field Director, or designee, will notify students who have been approved for an employer-based practicum. Students will need to demonstrate the following criteria in their application and supporting documentation:

1. **The field practicum has social work as its primary function and the job duties reflect advanced level social work practice.**
2. **The practicum must be a qualitatively different experience from that provided by regular employment.**
3. **The student must answer to a different chain of command, where supervision of the practicum is provided by a qualified social work field instructor and assumes responsibility for the student's training.**
4. **The field practicum must have a clearly identifiable separate work schedule, duties, and role unencumbered by workload and the administrative requirements of regular employment.**
5. **Student's obligations to the university for written assignments, projects, and integrative seminars must be supported by the organization. The availability of release time for course and field instruction should be ensured.**
6. **The agency must be formally affiliated with Texas State University’s College of Applied Arts and the School of Social Work prior to the start of the internship.**

Office of Field Education

Employer Based Practicum Application

**General Information:**

Student Name:

Student Email:

Student Phone number:

Semester(s) and year for proposed field placement: <*spring/fall*>

Name of Employer Agency:

**Dual Roles:**

It is understood the student and agency will have discussed potential dual roles and established communication channels for managing potential conflicts between the role of student learner and that of employee. To ensure clarity, complete the following sections in as much detail as possible:

**Current Employment Responsibilities:**

Employment: <*Agency Dept*.>

Employment supervisor: <*Name, title, email address, phone*>

Employee title: <*currently*>

Employment responsibilities: <*fill in your own – these are examples*>

1. *Performs charting function; creating, printing and filing all necessary documentations to include but not limited to service begin/end, assessment, treatment plans, reviews discharging (discharge assessment, plan and summary) and progress notes (individual, group, educational and administrative)*
2. *Performs assessment function by identifying clients’ strengths, weaknesses, problems, and needs for the development of treatment plans.* >
3. **ATTACH A CURRENT JOB DESCRIPTION**

**Proposed Internship Responsibilities:**

Current placement: <*Agency Dept*>

Proposed social work field instructor: <*Name, title, degree, email address*>

Field instructor title: <*currently*>

Proposed internship responsibilities: <*fill in your own – these are examples*>

1. *<Work with clients individually and set up appointments in the community and on-site that foster self-sufficiency.*
2. *Develop and maintain a working relationship with community agencies that provide services to clients while in treatment and post discharge.*
3. *Performs orientation function by describing to clients the general nature and goals of the program and the program’s specific rules, parameters, costs, and client rights>.*
4. **ATTACH A JOB DESCRIPTION**

**Describe the different roles/responsibilities of the current employment vs proposed internship:**

<*Be sure and address supervisory chain, provide an organizational chart, provide the resume of your social work supervisor, describe the new client population, and location of internship*. >

**Student Schedule:**

Work: <*hours/specific days in which dept*.>

Internship: <*hours/specific days in which dept*.>

**Describe ways the student learner role will be protected**: <*fill in your own – these are examples*>

1. *<The student will be working in different departments so minimal overlap is anticipated.*
2. *The student will switch out intern and employee badges as well as a “The Intern is IN” and “The Intern is OUT” sign at her cubicle.”*
3. *The student’s new role as an employee will be announced in team meeting and her hours in each role made known to enlist the support of her co-workers in respecting her boundaries.>*

Signed and dated by student: <*name, date*>

Signed and dated by field instructor: <*name, title, date*>

Signed and dated by employment supervisor: <*name, title, date*>

***Internal Review***

Field Committee Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field Committee Recommendations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_

Denied: \_\_\_\_\_

Affiliation Agreement Submitted: \_\_\_\_\_\_\_\_

Signed and dated by Texas State School of Social Work Field Office: <*name, date*>

Students will be notified in writing of the decision on the employer-based practicum request and may not begin a placement until approval has been granted.

*Adapted in parts from UT-SSW, Voss, T.*