Employer Based Proposal

**Checklist for Approval**

**Directions:** The first column is for the student to place to mark with an X that the documentation was completed and submitted as an attachment or addressed in the proposal. The second column provides the criteria of what the Field Office is looking for in the EBP submission. The third column will be used by the Field Team Committee as part of the review process.

**Name: Click or tap here to enter text.**

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| **STUDENT** | CRITERIA | **FIELD COMMITTEE** |
|  | The student has been employed with the agency at least 12 consecutive months before entering an employer-based field practicum, first day of their field placement (*HR verification and/or Resume*) Comments: |  |
|  | A new position may qualify as an employer-based option if it is within 90 days of the start of the semester and verified by an employer letter (If applicable, *HR verification and reflected on Resume*) Comments: |  |
|  | The organization has social work as a function of its mission (*mission statement must be stated in the proposal*) Comments: |  |
|  | The student will answer to a different chain of command while in their practicum (*identify position in organizational chart*) Comments: |  |
|  | The student intern has a qualified social worker as a field instructor who assumes responsibility for the student's training while on task at the internship (*proposal and resume of supervisor*) Comments: |  |
|  | The practicum is qualitatively different experience from that provided by regular employer (*evidenced by job descriptions*) Provide a job description for your current position and a job description as your intern role. Provide a narrative relating task to all 9 CSWE competencies. Was the narrative clear to demonstrate the tasks would be new learning? Comments: |  |
|  | Employer and internship days and work hours must be clearly articulated and distinctly different (*prepare a work schedule and practicum schedule for submission*) The plan included breaks, lunch, proposed make up hours if sick or unforeseen circumstances, self-care, and time for field seminar class. Please provide a narrative and a chart showing your work hours vs. internship hours. Comments: |  |
|  | Contact hours for the field practicum are with the individual clients, groups, families, or communities during traditional business hours (Monday through Friday 8:00-6:00 pm) of the student’s designated time zone (evening and weekends only will not be accepted) and the student has a social work supervisor on site during internship hours. Student will address self-care and time for field seminar. Comments: |  |
|  | The agency supports the student's obligations to the university for written assignments, projects, and integrative seminars (*approval by leadership in organization as indicated in the proposal*) Comments: |  |
|  | The agency must be formally affiliated with Texas State University’s College of Applied Arts and the School of Social Work (*top leadership willing to enter into a legal agreement*) Student and Review can request information from Field Team, send email to [swfield@txstate.edu](mailto:swfield@txstate.edu) Comments: |  |
| ☐ | The student is aware if the employer terminates the employer or internship relationship, the student will have to withdraw from field education and reapply in the next semester. This does not have to be in the proposal, place an X in the box to acknowledge. Comments: |  |