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 **recommended 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, Fall and Spring. The Field Director, or designee, will notify students of the decision of their approval or denial made by the Field Team Committee. Students will be required to submit the completed Field Practicum EBP checklist, their EBP proposal, and the following required documentation. The submission will be reviewed by the Employer Based Practicum Coordinator before the Field Team Committee official review. If the Employer Based Practicum Coordinator reviews and the submission is incomplete, the application will be denied. If the submission appears to meet the checklist criteria, the submission will be reviewed for a final decision by the Field Team Committee. The decision made by the Field Team Committee is the final decision in this process, thus there is no appeal process.

Complete the EBP Checklist (attached):

1. The student must submit their resume. All resumes must be reviewed by Career Services and used their recommended formatting.
2. The application must contain a narrative of the organization’s mission statement.
3. The student must report to a different chain of command while in their practicum. Student will provide an organizational chart delineating the lines of reporting.
4. The student will have a CSWE qualified social worker as a field instructor who assumes responsibility for the student’s training while on task at the internship. Student will list Field Instructor under Proposed Internship Responsibilities. Student will obtain and upload a copy of the proposed Field Instructor’s resume.
5. The practicum must be a qualitatively different experience from that provided by their regular employment. Student will provide job descriptions for their current employment position and a job description for their intern position. Student will write a narrative relating tasks to all 9 CSWE competencies. Student may use the MSW Advanced Year Educational Learning Plan (ELP) form to create this draft document.
6. The student must have a clearly identifiable separate work schedule than the proposed internship work schedule. The student will submit a narrative and a chart with the work schedule, internship schedule, breaks, and lunch. The narrative should also include proposal to make up hours if sick or unforeseen circumstances, self-care, and time for Field Seminar class requirements.
7. The agency supports the student’s obligations to the university for written assignments, projects, and integrative seminars. Current supervisor’s signature must be obtained on the application as verification of this arrangement, see bottom of the form.
8. The agency must have a formal affiliation agreement with Texas State University’s College of Applied Arts and the School of Social Work. If no agreement exists, the agency must agree to obtain an affiliation agreement. All new affiliation agreement must be formally affiliated prior to the start of the internship. Students may request this information from the Employer Based Practicum Coordinator through the [swfield@txstate.edu](mailto:swfield@txstate.edu) email.

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. If a student’s EBP is denied, there are no further steps or appeals, and a student must enter field education in a separate agency.

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:

**Mission Statement:** *(copy and paste from your agency)*

**Dual Roles:**

It is understood the student and agency discussed potential dual roles and established communication channels for managing potential conflicts between the role of student learner and that of employee. If the employer terminates a relationship with the student, the internship is automatically terminated as well, and the student will need to re-apply for Field Education the subsequent semester. 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:

**1.** **ATTACH A CURRENT JOB DESCRIPTION**

1. **ATTACH THE ORGANIZATIONAL CHART**

**Proposed Internship Responsibilities:**

Proposed Internship: <*Agency Dept*>

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

Field instructor title: <*currently*>

Proposed internship responsibilities:

**3**. **ATTACH A JOB DESCRIPTION**

1. **ATTACH THE ORGANIZATIONAL CHART**
2. **ATTACH SOCIAL WORK FIELD INSTRUCTOR RESUME**

**Write a narrative describing the different roles/responsibilities of the current employment vs proposed internship. Be sure to include how you will demonstrate all 9 CSWE competencies. You can list them out or use the Education Learning Plan template found on the Field webpage located on the School of Social Work website:**

<*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 (narrative and chart):**

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

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

1. **ATTACH SCHEDULE**

**Write a narrative describing 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 employer supervisor: <*name, title, date*>

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

***Internal Review***

Field Coordinator Review: Meets all Requirements \_\_\_\_\_ Does Not Meet all Requirements\_\_\_\_\_

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*>