

Student Name: \_\_\_\_\_

## APPLICATION FOR EMPLOYMENT-BASED FIELD PRACTICUM

### Directions:

The field education process is a partnership involving the social work program, field education program staff, social work faculty, field placement sites, field instructors and social work students. Your mindful, thorough, completion of this application supports that process and allows us to move forward in developing a positive field placement. Students who return incomplete or late practicum applications and/or do not actively collaborate with field education staff will risk delayed entrance into field and subsequent delay in completing field requirements.

- It is essential that you **review the Field Education Manual prior to completing this application.** This will help you to understand the specific requirements of your field placement and the field education process. The Manual and electronic versions of all documents are available on the Social Work Website Field Education Page: <http://www.westfield.ma.edu/academics/social-work-department/field-education>
- Complete this application process electronically, if at all possible. Since this application requires information from third parties (potential and current supervisors/managers, etc.), the application will also be accepted by scan, fax, or hard copy.
  - Click the appropriate check boxes and/or type information in the text boxes.
  - If electronic (strongly preferred), be sure to save your completed application in the following format:
    - last name, first name, EmploymentApp (i.e. “Smith, Jane, EmploymentApp.pdf”)
  - Electronic copy should be sent to: Linda Silk, Assistant to the Social Work Field Education Program: [Lsilk@westfield.ma.edu](mailto:Lsilk@westfield.ma.edu)
- If faxed, send to the attention of the Field Education Program at 413-579-3122.
- May be delivered in person to the Social Work Department at Mod Hall on Campus during normal business hours.
- The Employment Based application is **only considered complete** when accompanied by the Application for Field Practicum.

## **Employment-Based Field Placement Requirements**

In some situations, a field placement can be established within the student's place of employment. An employment-based placement requires a *new and separate* set of responsibilities within the employment setting. ***Students cannot receive field placement credit for current or past work experience. In addition to the policies and procedures outlined in the WSU Field Manual***, an employment-based placement must meet the following criteria to be approved:

1. The student/employee has been employed at the organization for a minimum of 3 months prior to applying for an employment-based field placement.
2. The student's place of employment must allow the student/employee to attend required classes.
3. The field placement must provide a placement experience
  - a. in an area, program, or service different from the one where the student is currently employed, has been employed, or has had a previous field placement.
  - b. that includes new learning opportunities (i.e., the opportunity to work with at least some of the following: different client populations, different intervention methods, different policies and procedures, different community interfaces, different agency staff, etc.).
4. The student's place of employment must provide a Field Instructor who meets the following requirements:
  - a. has been employed by the organization for at least one year,
  - b. has a minimum of two years of post-degree social work experience, as applicable
  - c. is not the student's current supervisor in his/her job.
    - For BSW Students, the Field Instructor must also:
      - a. have a Bachelors or Master's degree in Social Work (BSW or MSW) from a CSWE accredited program.
    - For MSW Students, the Field Instructor must also:
      - a. have a Masters (MSW) degree in Social Work from a CSWE accredited program.
      - b. Massachusetts State Regulations also require that field instructors hold a license to practice social work in the Commonwealth of Massachusetts as a Licensed Independent Clinical Social Worker (LICSW) or Licensed Certified Social Worker (LCSW) or be exempt from such license (*if employed by the Commonwealth of Massachusetts and exempt or employed out of state*). WSU prefers that field instructors of students in an advanced year placement have an LICSW (*or be eligible for such license or the equivalent in another in another state*).
5. The assigned Field Instructor must agree to directly provide the student with a minimum of one hour/week of individual supervision and must also ensure that the student will receive at least one additional hour/week of group supervision and/or task-oriented supervision (may or may not be provided by the primary Field Instructor).
6. If the supervisor has not previously supervised social work students, the organization must allow the Field Instructor to participate in a field orientation meeting and in Supervision in Field Instruction (SIFI) training, as required by the Westfield State University Department of Social Work. SIFI training completed at another accredited MSW program may be accepted if it meets

Westfield State University Program requirements for Field Instructor training. Consideration will be given to individual circumstances and/or prior supervisor experience that may warrant either alternative methods of ensuring field instructor training and competence or waiving of the SIFI requirement.

7. The field agency must establish a formal affiliation agreement with the Westfield State University Department of Social Work.

### **Employment-Based Field Placement Specific Proposal**

- **I am applying for: (check one answer)**
  - 0 BSW Field Placement
  - 0 MSW Foundation Year Field Placement
  - 0 MSW Advanced Year Field Placement in the Traditional MSW Program
  - 0 MSW Advanced Year Field Placement in the Advanced Standing MSW Program
- **I am currently enrolled in: (check one answer)**
  - 0 BSW Program
  - 0 MSW 2 Year Full-Time Program
  - 0 MSW 3 Year Part-Time Program
  - 0 MSW 4 Year Part-Time Program
  - 0 MSW Full-Time Advanced Standing Program
  - 0 MSW Part-Time Advanced Standing Program

### **Place of Employment**

- Name of Agency/Company: \_\_\_\_\_
- Address: \_\_\_\_\_
- Current Position (Job Title): \_\_\_\_\_
- Length of Time in Current Position: \_\_\_\_\_
- Current Work Schedule: \_\_\_\_\_
- Current # of Weekly Work Hours: \_\_\_\_\_
- Current Supervisor: \_\_\_\_\_

- Description of Current Duties:

**Proposed Field Placement Position**

- Field Placement Position (Title): \_\_\_\_\_

*Note: Proposed Employment-Based Placement must meet all requirements as detailed in the WSU Field Manual for the particular year of placement (BSW, MSW Foundation, or MSW Advanced)*

- Detailed Description of Proposed Duties:

- Proposed Work Schedule: \_\_\_\_\_
- Proposed # of Weekly Placement Hours: \_\_\_\_\_
- Proposed Field Placement Supervisor: \_\_\_\_\_
- Will current responsibilities and/or work hours be adjusted to accommodate the field placement (i.e. reduces caseload, reduced hours, etc.)? 0 No 0 Yes
  - Please explain: \_\_\_\_\_
- Discuss Differences Between Employee Position & Field Placement (i.e., differentiation in departments, clients, etc.):

**Proposed Social Work Field Instructor**

- Name: \_\_\_\_\_
- Position/Title: \_\_\_\_\_
- Contact Info (phone # and Email): \_\_\_\_\_
- Length of time at Employment Site: \_\_\_\_\_
- Institution and Date of Social Work Degree: \_\_\_\_\_
- Years Post-Degree Experience (attach resume): \_\_\_\_\_
- Licensure Info (attach copy of license): \_\_\_\_\_

- .
  - . Previous Experience as Field Instructor:
    - o  No  Yes (where, when): \_\_\_\_\_
  - . Completed SIFI:
    - o  No  Yes (where, when, include copy of cert): \_\_\_\_\_

Signatures below indicate agreement to the Employment-based Field Placement Requirements and Specific Proposal listed in the above document. Please note that the proposal is ***only approved as employment-based field placement when signed by the student, required employer representatives, and WSU Field Education Director***. WSU Field Education Director may request additional information and/or site visit in consideration of this application. Electronic/scanned signatures and documents are accepted if proposal is submitted by email or fax. However, an original signed contract will be required for the student's WSU record.

**Student** *Signature/Date:*

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**Current Employment Supervisor** *Signature/Date:*

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**Proposed Field Instructor** *Signature/Date:*

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**Employment Representative at manager Level or Above** *Signature/Date:*

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**WSU Field Education Director** *Signature/Date:*

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