

SALEM STATE COLLEGE
School of Social Work

MSW FIELD EDUCATION PLACEMENT POLICY AND
GUIDELINES AT STUDENT'S PLACE OF EMPLOYMENT

Students with financial need may request placement in their agency of employment. It is imperative that a student making this request understand the following School policy on potential placements at one's place of employment.

The School will make a serious effort to honor the student's request for such a placement for one of the two required field practicums. Advanced-standing students are not eligible for this plan for their concentration year placement. The student should give the Field Education Office three (3) months prior notice of their intent to request a placement at their employment. Approval of this request is based on the following criteria:

1. The agency must meet the criteria for a Field Learning Center designation.
2. A social worker who is qualified to act as a field instructor for the student must be available. This is an MSW social worker who is eligible for LICSW licensing (2 years past MSW experience). Anyone who may have previously supervised the student-employee in their work assignments or, in turn, been supervised by the student-employee may not serve as a field instructor.
3. Assignments must be in an area or unit which will provide new learning experiences of depth and diversity not available in the current job and which will facilitate meeting of the curriculum objectives.
4. All of the hours required for Field Education are used for meeting educational objectives.
5. The proposed workload must meet the criteria of a field education experience: that is at least one-half the ordinary daily assignment of an employee.
6. The agency and School agree on a plan to ensure educational objectives are achieved and a Teaching/Learning Agreement is negotiated in advance of placement.
7. The proposal must be submitted to and approved by the Coordinator of Graduate Field Education.

If your proposed placement qualifies under the School policy, fill out the attached Employment-Based Field Education Proposal & Agreement and return it to the Field Office.

Please contact the Field Office for any clarification of this policy. The Field Office is available to consult with you throughout the placement process.

SALEM STATE COLLEGE
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MSW EMPLOYMENT-BASED FIELD EDUCATION PROPOSAL & AGREEMENT

Student Name _____ Date _____
Student Address _____

Student Telephone: Home _____ Work _____

Student E-Mail: _____

Status: MSW I _____ MSW II _____ Full-Time _____ Extended-Time _____

Concentration: C/F _____ H/MH _____ O/A _____

I am requesting to do a Employed Placement for this: Academic Year ____ Summer Block ____

Proposed Field Learning Center:

Agency Name _____

Agency Address _____

Agency Telephone _____

Name of Contact Person for student internships:

_____ Telephone _____

Contact Person E-Mail: _____

Field Learning Center personnel and the student who wishes to remain at the agency for field placement, need to furnish a statement which clearly defines how educational experiences will differ from work assignments for the student-employee.

Using the following as an outline, please answer the questions in full and attach your typed statement to this form.

I. WORK EXPERIENCE

- A. What is your current position at this agency? What past positions have you held at this agency? Include the dates these positions were held.
- B. Describe in full you current and past work assignments while you held these positions.
- C. Please name your current and past work supervisors at this agency.

II. PROPOSED EDUCATION EXPERIENCE

- A. Describe what your educational assignments will be in this Field Learning Center. Include the new client populations and client problems which you will work with that differ from your paid work experience.
- B. Specify if this proposed experience is at the same site or different location from on-going employment.

- C. What is the plan for coverage of your regular responsibilities while in your field education role?
- D. Describe the **NEW** social work methods you will experience as a student, e.g., with individuals/families/small groups, communities, program planning, administration, research and others.
- E. Name of qualified person to serve as your field instructor. State whether or not you have ever acted in any capacity as a supervisor for this person or whether you were supervised by them.
- F. State the potential field instructor's graduate degree (discipline/degree) and areas of expertise.

III. DEFINE YOUR PROPOSED DAY AND TIME SCHEDULES

A. Regular employment: Days and hours

B. Field education at place of employment: Days and hours

I understand that if this proposed plan for a placement at my place of employment is approved, the School retains the right to reject this placement at any time, if it finds the above information to be in error or in violation of School policy on Employee Placements.

SIGNED BY:

Proposed FLC Contact Person/Field Instructor

Student-Employee

Current Employment Supervisor

Date