

# **PLACEMENT AT WORK SETTING PROPOSAL FOR FIELD FULL-TIME OR PART-TIME STUDENTS**

Full-time and part-time students who wish to negotiate special arrangements for a field placement at their current place of employment must prepare a proposal using this outline, and submit it to the Director of Field Education for approval. The agency official with the authority to grant permission for release time for the field placement should be contacted before you submit the proposal to the field education director. There is a deadline for submitting completed proposals. Please contact the office of field education for the date.

The proposal should be typed.

<b>Year of Study</b>	<b>Name</b>
<b>Date</b>	<b>Home Address (Street/City/State/Zip)</b>
	<b>Telephone: (Home &amp; Business)</b>

## **I. Description and Function of Agency**

- a) Name, Address, Telephone number of agency

## **II. Student Employee Status**

- a) Job title/function (brief job description)
- b) Length of time in capacity mentioned in item (a)
- c) Name of immediate employment supervisor
- d) Client population served (describe)

## **III. Proposed field placement experience**

- a) Placement title/function
- b) Address of placement (note if other than above, or the same address)
- c) Client population served
- d) Field Supervisor for placement

## **IV. Student's 1st Year MSW field experience (2nd year students only)**

- a) Agency
- b) Supervisor
- c) Job Title and description
- d) Client population

**V. Proposed Field Instruction Learning Objectives; Assignment/Range of Tasks to Meet Learning Objectives; Proposed Field Instructor.**

It is important that students take time to develop a "mini" learning contract using the learning objectives and specific competencies outlined in the Field Curriculum Objectives to obtain experiences to implement concepts and methods taught in the Social Work Practice Methods Course. Student proposals must meet the requirements and learning objectives based on the year of the program that the student is about to enter (see Field Education Learning Contract Objectives for information on assignment/task requirements).

- a. List and describe potential social work practice involvement and/or projects that could be implemented at the agency that are *substantially different* from the tasks/assignments done under "employee status", or job function.
- b. Develop a list of proposed field instruction learning objectives. (Use objectives in the field instruction curriculum objectives for guidance).
- c. Proposed days of the week and time frame for operating under title of field instruction student intern.
- d. Briefly describe the qualifications and experience of proposed field instructor. (A resume or vita must accompany the proposal).

**VI. Attached to your proposal you must also have:**

- a. Current resume of field instructor
- b. Letter from the agency director/administrator stating that s/he has reviewed the proposal and is in agreement.