

Field Placement at Work Setting

To be considered for a placement in an agency of employment, which may be permitted only once in a student's career at the school, a student must prepare and submit a "Proposal for Field Placement at Work Setting" for approval. Proposals can be downloaded from the field office website. They should be prepared using word processing software and will be considered complete when submitted with the proposed field instructor's resume and a letter of approval from the executive director of the agency. Deadlines for Proposals for Field Placements at Work Setting are posted outside the Office of Field Education and on the School of Social Work field office webpage at www.ric.edu/socialwork/field.php.

The field instructor for a student seeking a work-setting field placement must hold an MSW degree from a CSWE-accredited institution, have at least two years of post-MSW practice, and cannot be his/her regular employment supervisor. If there is no one available in the agency, the services of an experienced MSW with appropriate credentials who works off-site will be considered. Assignments of field instructors within the work setting must comply with the NASW policy on dual relationships. Student must describe their relationship with the proposed field instructor. Students are required to disclose any prior relationships and to discuss potential conflicts.

Field instructor availability must meet the requirements universally set for field instructors. The primary field instructor should be available at minimum for one hour a week and should assure that the student receives an additional hour of supervision from staff colleagues or other on-site supervisors, either individually or in a group setting. Under no circumstances will the student pay for the services of a field instructor.

The work proposal must be well articulated and will not be considered if the field work is the same as the student's employment. The student must have assignments that are different from the work she or he usually completes. The assignments must be substantive and must meet the requirements for a generalist (foundation-year) or a concentration-specific (advanced-year) field setting.

Proposal for Field Placement at Work Setting

Students who wish to negotiate special arrangements for a field placement at their current place of employment must use the outline below to complete their proposal and submit it to the Office of Field Education for approval. The agency official with authority to grant permission for release time for the field placement should be contacted before you submit the proposal to the director of Field Education. Please observe the deadline for submitting completed proposals that is posted on the School of Social Work webpage at www.ric.edu/socialwork/field.php or outside of the office of Field Education.

The proposal should be prepared using word processing software, dated and include the following information:

- **Student Name**
- **Student Address**
- **Student Telephone**
- **Student e-mail**
- **Year of Study (foundation or advanced)**

- **Name and Address of agency including telephone phone number and e-mail addresses**

- **Description and mission of agency**

- **Student Employee Status, including a brief job description; job title and function; client population served; length of time employed in this capacity; name of immediate supervisor and contact information for supervisor.**

- **Proposed field placement experience, including proposed placement, title and function; setting/location; client population served.**
 - **For advanced year only: Student's foundation year MSW field experience**
 - **MSW-II students should describe their MSW-I field experience; (Advanced Standing students should describe their BSW field experience)** Information should include name of agency and supervisor; student's role and description of responsibilities; client population served.
 - **MSW Field instructor:** Please include name of MSW field instructor, contact information and resume. Please describe your relationship with the proposed field instructor. Students are required to disclose any prior relationships and to discuss potential conflicts.

- **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 education contract.

- 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.
- Develop a list of proposed field instruction learning objectives. (Use objectives in the field instruction curriculum objectives for guidance).
- Proposed days of the week and time frame for operating under title of field instruction student intern.

Briefly describe the qualifications and experience of proposed field instructor. (A resume or vita must accompany the proposal). **Attached to your proposal you must also have:**

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