

Employment-Based Field Application Procedures

For students applying to complete their field placements in their place of employment

Students who are employed in an agency/organization that can offer a social work field placement may apply to complete an employment-based placement. This application will be reviewed for its alignment with the required field placement competencies and practice behaviors and the School and University requirements for field placements. The Field Director or Field Coordinator arrange all placements. However, students who want to explore the possibility of an employment-based placement need to follow these procedures and submit an additional employment-based application with their regular field application. Students who have questions about the process should contact the Field Coordinator or Director for more information.

1. The student fills out the field application and a request for employment- based (worksite) application.
2. There are two types of employment-based options:
 - 1.1. **PAID EMPLOYMENT-BASED OPTION:** Students who are employed in a setting that can offer a social work internship experience may use their paid worktime as their field placement. Field assignments and employment tasks may be the same and counted toward required field hours as long as the tasks have clear linkages to the required nine social work competencies and their respective practice behaviors. For Advanced MSW students, the responsibilities, tasks, and learning opportunities must meet the requirements of your specialization (Health & Aging, MHSUR, or Child & Family).
 - 1.2. **UNPAID EMPLOYMENT-BASED OPTION:** Students who are employed in a setting that can offer a social work internship may use their place of employment as their field placement site, but will have duties that are not a part of the student's normal job description/duties and may be in another unit or program. They will have hours that are differentiated from their paid work hours and that are arranged in blocks of time that are at least four hours long to provide for integrated learning.
3. All worksite field placements must:
 - a. Be a public or non-profit 501c3 agency; and instances where this is not the case, the Field Office will assess the agency's alignment with the School's mission.
 - b. The agency must affiliate with EMU – **Contact field office to see if your employment site is affiliated.** Affiliations are legal contracts between EMU and the agency and can take up to a month to complete.
 - c. Have a field instructor (field supervisor) who has:
 - BSW (488/489):** a BSW from an accredited school and two years post-BSW social work experience or an MSW and two years post-MSW social work experience.
 - MSW (595/596 or 695/696):** an MSW from an accredited school and two years post MSW social work experience.
 - d. Have a field instructor (field supervisor) who is different than the student's work supervisor.
 - e. Have a field instructor (field supervisor) who is an integral part of the organization in which the student is placed, i.e., is regularly employed by the agency.
 - f. Have a field instructor who is not a subordinate in the agency to the student and with whom there is not a dual relationship.

4. Students should not apply for employment-based placements unless they plan to stay in their positions throughout the entire placement. Students leaving a placement should not assume that they can carry their field hours forward with them.
5. It is rarely possible for a student to do an employment-based placement in a new job, since the tasks and assignments for which the student has been hired cannot be used in field placement.
6. Once an application is submitted, the Field Office contacts the employment site, arranges for affiliation, and confirms whether the employment-based placement proposal meets the educational requirements. The Field Office does not contact the employment site until the student completes the entire field placement application, including the employment-based application, which must be signed and submitted.
7. Questions about these requirements should be directed to the Field Office.

In order to be able to conduct your field placement during your hours of employment, you will need to:

- Provide a description of the tasks/roles/employee responsibilities that will be considered your field placement experience. Please keep in mind that BSW and Foundation MSW students will need to identify 16 hours of placement time per week (for a total of 200 hours per semester) while advanced MSW students need to identify between 16 and 20 hours per week (for a total of 500 hours).
- Understand that you are not permitted to finish field placement more than one week before the end of the semester. This means that you should not be conducting 40 hours of placement per week; please follow the weekly hour guidelines described in item two.
- Acknowledge that the field placement description must be reviewed and approved by the Field Office to ensure that the placement meets the CSWE competency guidelines.

Please complete the attached form and email it to Chelsea Muto (cmuto@emich.edu).

***Please keep this page for your records and submit the following pages to the field office.**

Request and Agency Agreement for Employment-Based Field Placement
Eastern Michigan University
School of Social Work

Student: Please complete the following information and submit this form to your agency review and sign.

Student Name: _____ Student Number: _____

Agency Name: _____

Agency Address: _____

City: _____ State: _____ Zip: _____ County: _____

Telephone: _____

Proposed Field Supervisor: _____

Email: _____

Work Supervisor: _____

Please fill out this portion only if you are requesting to complete a **PAID EMPLOYMENT-BASED PLACEMENT:**

Description of employee role/tasks/responsibilities that will address field placement competencies.
Please review the field competencies for BSW's/MSW'S.

Please fill out this portion only if you are requesting to complete an **UNPAID EMPLOYMENT-BASED PLACEMENT:**

Current Job Description:

Description of Proposed Field Placement:

Specify how placement activities will differ from job responsibilities:

The following hours are required in field in order to successfully complete the field placement portion of the following programs:

BSW Program: 16 hours per week (488 -200 hrs; 489 – 200 hrs.)

MSW Foundation Year: 16 hours per week winter/summer (595 – 200 hrs; 596 – 200 hrs.)

MSW Advanced Year: 16-20 hours per week fall/winter (695 – 250 hrs; 696 – 250 hrs.)

Specify the details of how the student plans to complete your field placement (give the days of week, hours of day; time needs to be in blocks of at least four hours each and equal 16-20 regularly scheduled hr./wk. depending on the program you are enrolled in, see above). This information is required.

Proposed field instructor (signature required) _____ Date

Work supervisor (signature required) _____ Date

Agency director (signature required) _____ Date

Student (signature required) _____ Date

Field Instructor Resume Form

Eastern Michigan University
School of Social Work

*Please only fill out if you are a new field instructor with EMU
*You can also choose to just send a resume instead to cmuto@emich.edu

Name: _____ Date: _____

Degrees: MSW () Date Awarded _____ BSW () Date Awarded _____
Other Baccalaureate Degree () Major: _____
Other Graduate Degree () Major: _____

College/University Attended: _____ Dates _____
College/University Attended: _____ Dates _____

Certifications or license: _____

Agency/Organization Name: _____

Address: _____

Telephone#: _____ Fax: _____ Email _____

Position Title: _____

Responsibilities:

Years Experience in current position: _____ As Field Instructor: _____

SOCIAL WORK RELATED EXPERIENCE (attach sheet for additional space)

<u>Agency/Address</u>	<u>Position</u>	<u>Type of Experience</u>	<u>Dates</u>
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Other: Include additional information, which you consider pertinent to your performance as a field instructor (attach sheet for additional space)

Field Instructor's Signature: _____