

Work Site Application Procedures

Only for students applying to do their placements in their places of employment

Students, who are employed in the field already, may apply to do worksite placements, depending on their educational goals and school requirements for the field placements. The Field Director or Field Coordinator arranges all placements. However, students who want to explore the possibility of a work site placement need to follow these procedures and submit an additional work site 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 worksite application.
2. All worksite field placements must:
 - a. Be a public or non-profit 501c3 agency; affiliate with EMU – **Contact field office to see if you are affiliated.** Affiliations take up to a month to complete.
 - b. 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):** a MSW from an accredited school and two years of social work experience.
 - c. Have a field instructor (field supervisor) who is different than the student's work supervisor.
 - d. 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.
 - e. Have a field instructor who is not a subordinate in the agency to the student and with whom there is not a dual relationship.
 - f. Have duties that are not part of the student's normal job description or work duties and may be in another unit or program.
 - g. Have hours that are differentiated from the work hours and arranged in blocks of time that are at least four hours long to provide for integrated learning.
3. Students should not apply for worksite 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.
4. It is rarely possible for a student to do a worksite placement in a new job, since the tasks and assignments for which the student has been hired cannot be used in field placement.
5. Once an application is submitted, the Field Office contacts the worksites, arranges for affiliation, and confirms whether the worksite proposal meets the educational requirements. The Field Office makes placement. The Field Office does not contact the work site until the student completes the entire field placement application, including the work site portion and it is signed and submitted.
6. Questions about these requirements should be directed to the Field Office.

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

Request and Agency Agreement for Work Site Field Placement
Eastern Michigan University
School of Social Work

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

Student Name: _____ Student Number _____

Agency Name _____

Address _____

City _____ State _____ Zip _____ County _____

Telephone: (____) _____

Field Instructor _____ Email: _____

Work Supervisor _____

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.)

These hours will be one of the following:

Paid by the agency _____

Over and above paid hours _____

A combination of paid and unpaid time _____

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.

The field placement instructor must be different from the student's work supervisor. In addition, the field placement supervisor must have a BSW or MSW degree from an accredited school of social work and two years of work experience (see breakdown on page 1 for details for each specific program). Please complete the following information regarding supervision planned for field placement available to you at your agency.

Proposed field instructor _____

Title _____

School and year MSW earned _____

Phone: (____) _____

Email Address: _____

The following people in the agency have agreed to a plan in which the student, _____, will use the agency, _____, as a field placement site:

_____ 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

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: _____