

Guidelines for Students Considering Field Practicum at Student's Place of Employment

Field Practicum Placement in an agency where a student is employed may be proposed by BSW or MSW students. Evaluation and approval of the proposal, to use the agency where the student is employed for a field practicum placement, is the responsibility of the Boise State University School of Social Work. The agency official with the authority to grant permission for release time for the field placement should be contacted before submitting proposals to the Director of Field Education for approval. The final proposal must be approved by both the student's proposed Agency Field Instructor and the Director of Field Education.

General Instructions

1. The proposal must be designed in such a way that its implementation will facilitate the student's development as a professional social worker by providing opportunities to pursue and achieve the development and mastery of competencies for the BSW/MSW Curriculum in which the student is enrolled. Discuss all elements of the proposal with all parties before constructing the draft and show the draft to the agency administrator, and proposed Agency Field Instructor (or Agency Task Supervisor) before submitting it to the assigned Director of Field Education. Students in external programs will first discuss with their program coordinator before discussing with Director of Field Education.
2. The Agency must agree to comply with all practicum policies delineated in the Boise State University School of Social Work practicum field manual and Practicum Placement Agreement.
3. The Agency must agree to identify new and challenging activities for the student, outside of their normal duties, that encompass broad and transferable skills/knowledge relevant to the learning agreement core competencies.
4. The proposal may not include or in any way duplicate the roles, tasks, or responsibilities for which the student is employed by the agency.
5. The Agency must agree to release the student during his/her practicum hours to go outside the agency, if necessary, to obtain practice opportunities for these new knowledge and skills, with prior agreement by the University and the Agency.
6. The Agency must understand and accept that the time set for practicum learning is separate from regularly worked hours. Arrangements may be negotiated between the Agency, Student, and the Director of Field Education for field practicum time to be during regular work week hours or in addition to the regular work week.
7. The Agency must provide a licensed post-two-year BSW for supervision with BSW students, or a licensed post-two-year MSW for supervision with MSW or BSW students.
8. The Agency must be aware and sensitive to the potential conflicts inherent in being both a student and employee, and must be supportive of the student during the transitional period.

9. The student should review the "Request for Practicum Placement in an Agency of Employment" form with his/her **External Coordinators and/or the Director of Field Education** at the Boise State University School of Social Work. The focus of the review is to ensure there will be opportunities for the student to meet the competencies and practice behaviors specific to the curriculum the student is enrolled. **The proposal must be submitted prior to the semester the proposed practicum is to begin.** Students may not begin their practicum until final written approval is given by the Director of Field Education to the Faculty Field Liaison, the student, and the Agency Field Instructor.

Proposed Agency Field Instructor Approval

1. The approval and acceptance of the Agency Field Instructor (BSW/MSW, licensure and two years post-graduate practice experience are the minimum requirements) rests with the School of Social Work. Present supervisors of the student making the proposal may not be utilized as Agency Field Instructors.
2. If the proposed Agency Field Instructor is new to Boise State University, an "Agency Field Instructor Verification Form" must be completed and submitted with the proposal. This form will outline the requirements for being an approved Agency Field Instructor.
3. The proposed Agency Field Instructor must serve either in the agency of employment, be on the agency's Board, serve as a volunteer in the organization, or be a faculty member in the School of Social Work who has been approved by the Director of Field Education to provide off-site instruction with the assistance of an on-site agency task supervisor. If a variance is indicated, approval must come from the Director of Field Education in consultation with the BSW and/or MSW coordinator or Director of the School of Social Work.
4. The proposed Agency Field Instructor must indicate approval for the plan, including their willingness to serve as the Agency Field Instructor and to be available for practicum instruction.

Agency Administrative Approval

The Administrator of the agency where the student is employed, and the student's current supervisor, must indicate their approval of the proposal, including the required time for the employee to be a student in the agency, and for the person providing practicum instruction to serve as the student's Agency Field Instructor by signing the proposal.

Submission of Proposal

1. Students are required to first notify and discuss with the Director of Field Education that a "Request for Practicum Placement in an Agency of Employment" will be submitted. External program students will first notify their site coordinator and then contact the Director of Field Education.

2. Student and proposed agency will complete and submit one (1) original of the "Request for Practicum Placement in an Agency of Employment" with signatures to their Director of Field Education for review.
3. The Director of Field Education then reviews, approves, and signs the Agency of Employment Proposal.
4. The Director of Field Education gives the approved and fully executed Agency of Employment Proposals to the Field Program administrative support staff for distribution to the student's file, the student, and one copy to the Agency Field Instructor.

Checklist

- Request for Practicum Placement in an Agency of Employment form
- Agency Field Instructors Verification Form
- Agency Signatures (Agency Administrative Supervisor, Current Workplace Supervisor, Proposed Agency Field Instructor)
- Student Signature
- Submission to Director of Field Education Boise State University, School of Social Work for review and approval. If student attends external programs then first submit to program coordinator and then to Director of Field Education.

(See form on next page.)

"Request for Practicum Placement in an Agency of Employment"

Student(s):

Name: _____ ID #: _____

Location: _____ Program (BSW/MSW): _____

Faculty Field Liaison: _____

Proposed Agency Field Instructor:

Name: _____ License #: _____ State: _____

Position: _____ Date of Hire: _____

Email: _____ Phone #: _____

Degree Level: { } BSW { } MSW { } Ph.D. Degree Date: _____

University: _____

Agency:

Administrative Supervisor: _____

Agency: _____

Address: _____ Phone #: _____

City: _____ State: _____ Zip: _____

Description and Mission of Agency:

Student Employee Status: Full-Time Part-Time Volunteer (Circle One)

Days in work week: _____ # Hours per day: _____

Job Title: _____ Length of Time Employed: _____

Job Description (duties, function, client population served, etc.):

Student's Current Supervisor: _____

Phone: _____ Email: _____

Proposed Field Placement Experience (proposed job duties, title & function; setting/location, client population served, etc.):

Proposed Field Instruction Learning Objectives; Assignment/Range of Tasks to Meet Learning Objectives; Proposed Agency 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.

1. 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.

2. Develop a list of proposed field instruction learning activities. (Use objectives in the field instruction curriculum objectives for guidance).

3. Specify the days and times which will be set aside for the Field Practicum each week.

4. Describe how your current workload will be reduced to ensure that the required time for your Field Practicum is available each week and provide specific information on what your new work schedule will be (days/times) after you begin the proposed practicum.

***Note: A minimum of one (1) hour of actual field practicum instruction/supervision time per week by a licensed social worker is required per student in a field placement.**

By signing this Request for Practicum Placement in an Agency of Employment, you affirm that you have reviewed this request and the Guidelines for Field Practicum Placement at Agency Workplace, and hereby approve the same. Any misleading or falsified information on this form or during the Agency Workplace Practicum arrangement may lead to student and/or agency dismissal.

Signatures

Printed Name

Date: _____

Agency Administrative Supervisor Signature.

Printed Name

Date: _____

Proposed Agency Field Instructor Signature

Printed Name

Date: _____

Student

Boise State School of Social Work Approvals

Printed Name

Date: _____

External Program Coordinator

Printed Name

Date: _____

Director of Field Education