



**MSW HYBRID PROGRAM  
PROPOSAL TO UTILIZE EMPLOYER FOR FIELD PLACEMENT SITE**

ACADEMIC YEAR \_\_\_\_\_

INTERNSHIP DATES STARTING: \_\_\_\_\_ ENDING: \_\_\_\_\_

STUDENT'S NAME \_\_\_\_\_ ☐ 1<sup>st</sup> YEAR INTERN ☐ 2<sup>nd</sup> YEAR INTERN

AGENCY NAME \_\_\_\_\_

AGENCY REPRESENTATIVE NAME

AGENCY ADDRESS \_\_\_\_\_

AGENCY PHONE # \_\_\_\_\_

AGENCY REPRESENTATIVE EMAIL

AGENCY WEBSITE \_\_\_\_\_

NAME OF UNIT/DEPT. WHERE STUDENT CURRENTLY WORKS \_\_\_\_\_

STUDENT'S EMPLOYMENT TITLE \_\_\_\_\_

STUDENT'S EMPLOYMENT STATUS \_\_\_\_\_ ☐ FULL-TIME ☐ PART-TIME

NUMBER OF YEARS EMPLOYED AT AGENCY \_\_\_\_\_

DESCRIPTION OF CURRENT EMPLOYMENT ASSIGNMENT/DUTIES \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

NAME OF CURRENT SUPERVISOR \_\_\_\_\_

EMAIL

PHONE #

NAME OF PROPOSED FIELD INSTRUCTOR

EMAIL

PHONE #

**\*A field instructor must have 2 yrs. post-MSW practice experience, and provides 1 hour of weekly supervision.** IS THE PROPOSED FIELD INSTRUCTOR ☐ ON-SITE OR ☐ OFF-SITE?

IF APPLICABLE

NAME OF PROPOSED TASK SUPERVISOR

EMAIL

PHONE #

**\*A Task Supervisor does not hold an MSW degree, but does have a master's degree (or is an expert in a particular subject area); OR has an MSW but not the 2 years post-master's experience. *You will need a Task Supervisor if your internship activities are arranged and monitored by someone who does not possess the qualifications to serve as a Field Instructor or is an "off-site" Field Instructor.***

DEGREE OF PROPOSED TASK SUPERVISOR \_\_\_\_\_

NAME OF PROPOSED FIELD PRACTICUM SITE/UNIT/DEPT. \_\_\_\_\_

DESCRIBE HOW THE PRACTICUM LEARNING ACTIVITIES WILL BE SIGNIFICANTLY DIFFERENT FROM  
EMPLOYMENT RESPONSIBILITIES \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Once fully completed and signed by all appropriate parties, the student will upload the document to the Employer Based Placement Proposal Upload form via CalState S4. Note that the Employer Based Placement is not approved until the Field Director has reviewed, signed, and notified the student and agency of the approval through email.**



**Memorandum of Understanding**  
*Regarding*

**Students Using Their Place of Employment as a Placement Site**

This form serves as an agreement between the California State University, Stanislaus Master of **Social Work Hybrid** Program and \_\_\_\_\_ regarding

Agency name

the placement of \_\_\_\_\_

Student Intern's name

The above named student is an employee at the above named Agency and will remain on employee status during their student practicum. The following conditions are approved by the Agency and the MSW Hybrid Program to protect the educational integrity of the student's field placement.

1. The site will have a designated MSW level field instructor, who is not the direct administrative (agency) supervisor of the student's work responsibilities. The designated field instructor for this placement is \_\_\_\_\_.
2. The learning experiences developed for the student will be selected from a unit of the agency separate and apart from the unit where he/she is an employee.
3. The learning experiences assigned to the student will address the educational needs and objectives of the student and will differ substantially from their employee responsibilities.
4. The Agency and student agree to the attached plan regarding the practicum times and assignments.
5. The Agency agrees to provide a practicum experience for 40 hours per week for the entire period of the field placement.

**Signatures:**

PRINT NAME OF AGENCY REPRESENTATIVE

DATE

SIGNATURE OF AGENCY REPRESENTATIVE  
(current supervisor or administrator)

PRINT NAME OF STUDENT INTERN

DATE

SIGNATURE OF STUDENT INTERN

PRINT NAME OF PROPOSED FIELD INSTRUCTOR

DATE

SIGNATURE OF PROPOSED FIELD INSTRUCTOR

PRINT NAME OF PROPOSED TASK SUPERVISOR  
(IF APPLICABLE)

DATE

SIGNATURE OF PROPOSED TASK SUPERVISOR  
(IF APPLICABLE)

**Once fully completed and signed by all appropriate parties, the student will upload the document to the *Employer Based Placement Proposal Upload* form via CalState S4. Note that the Employer Based Placement is not approved until the Field Director has reviewed, signed, and notified the student and agency of the approval through email.**