



MASTER OF SOCIAL WORK PROGRAM
PROPOSAL TO UTILIZE EMPLOYER FOR FIELD PLACEMENT SITE

CHECK HERE IF YOU ARE A TITLE IV-E STUDENT _____

DATE _____

STUDENT'S NAME _____ 1st YEAR INTERN _____ 2nd 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 _____

PROPOSED PRACTICUM SCHEDULE (16 HRS PER WEEK)

EMPLOYMENT SCHEDULE _____

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 Program and

Agency name

regarding 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 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 16 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.