



RE: Employer placements

Requesting placement in the agency where you work requires additional evaluation and consideration. The standard policy of the Social Work Department states that interns will be placed in agencies that are different from their place of current or prior employment. This policy is based on the educational rationale that interns should be exposed to a broad variety of practice experiences and organizational cultures. Any such request must be submitted early in the placement process. The initial proposal should be submitted as quickly as possible.

As the enclosed policy indicates, the purpose of this preliminary review is to determine the nature of your current circumstances and the rationale for the agency's plan. The agency must be prepared to clarify in a written proposal how your proposed placement responsibilities will be different from your job and how your placement will be organizationally and administratively separate from your employment. It is essential that your employee role and proposed placement be clearly differentiated and physically separate. Secondly, the agency's proposal must be educationally sound in that it meets your educational needs and provides you with learning assignments that meet the learning objectives of the MSW Program.

In order to have interns, agencies must meet certain contractual requirements. Your first step is to determine whether your agency has an agreement in place with the University. The agency must have a qualified MSW (employed within the agency) available to provide weekly supervision. Once you have reviewed the attached information, please have your supervisor or administrative representative review the requirements, then collaboratively complete the proposal form and submit it via CalState S4 (see the proposal form for instructions).

Thank you.

MSW Field Education Office
Social Work Department
California State University, Stanislaus



USE OF EMPLOYMENT AGENCY AS FIELD PLACEMENT SITE

Students who are employed in social work agencies may request that their agency be evaluated for suitability as a field placement site. The employee placement with one's employer is implemented by the agency by submitting a completed proposal form. The Field Director, in consultation with the Field Committee, is responsible for reviewing the proposal and determining its acceptability.

The purpose of field practicum is to provide an opportunity for interns to integrate theoretical knowledge and conceptual frameworks with direct social work practice in an agency providing social work services. It is an educationally focused experience with clearly defined educational objectives. Interns are required to be under the supervision of an experienced MSW level social worker. The practicum experience is designed to provide new and challenging experiences to the intern, and to maximize learning opportunities. The practicum site must include experiences that engage interns in supervised, direct service activities, and provide practice experiences in the application of theory and skills. It is the educational goal of the program to produce a professionally reflective, self-evaluating, knowledgeable and relatively autonomous professional social worker. In order to assure the educational focus of the practicum experience, the following criteria must be met:

- The agency must be able to provide a practicum site for the intern during field hours that is in a different physical location, and that the learning assignments are significantly different from normal work activities and duties.
- Assigned hours for practicum must be completed in a different program area or unit of the agency, allowing for an actual physical separation of employment and practicum activities.
- The intern must have practicum assignments with a different client population, program area or service area during the hours of practicum.
- The proposed practicum assignments must be educationally focused and address the MSW department's educational objectives.
- As part of the MOU, the agency must provide the employee with a work schedule of *no more than 30 hours per week*.
- There must be available a qualified Field Instructor (**MSW with 2 years post graduate experience**) who is different from the line supervisor of the student. The Field Instructor must be available to the intern during the hours when the intern is in his or her practicum. There can be no possibility of a dual relationship. The identified Field Instructor **must complete a 3-hour field instructor training (Introduction to Field Instruction) prior to the implementation of the placement**, and the agency must take steps to ensure that agency staff is informed of the requirements and expectations of the practicum.

- The agency must submit a written proposal describing the differentiation between employment activities and practicum activities. The proposal must be signed off by the intern, proposed Field Instructor, work supervisor, and agency representative.
- The proposal must provide a schedule that adheres to the practicum calendar: Specific hours and/or blocks of time must be designated as practicum hours. Interns completing the two-year or three-year program are required to spend a **minimum of 16 hours per week in practicum. Hours must be scheduled at a minimum of 4 hours at a time; 8 hour blocks are preferred;** and the schedule should provide the best educational experience. Hours will be clocked from September through May. Interns are not allowed to accelerate the accumulation of hours nor count any employment hours towards the required hours. It is the responsibility of the agency to obtain a copy of the current year Field Calendar (available on MSW website). If the proposal involves the assignment of a “Task Supervisor,” the proposal must provide specific details regarding this proposed arrangement.

STEPS FOR DEVELOPING EMPLOYMENT SITES AS FIELD PLACEMENT SETTINGS

Interns requesting that their agency of employment be utilized as their practicum placement should complete the following steps:

1. Present your agency supervisor with the policies and procedures regarding the development of the proposal.
2. Ask your employer to work with you to complete the **“EMPLOYER BASED PLACEMENT PROPOSAL”**. All sections of the proposal must be completed using the CalState S4 form. You (the student) will submit the completed form via CalState S4, making sure that you are signed in to your S4 account. This submission will generate emails to the agency representative, proposed field instructor, and proposed task supervisor (if applicable) for their review and signatures. The proposal is available to review by clicking the links below.

For Stateside Foundation: [Employer Based Placement Proposal - SF](#)

For Stateside Advanced: [Employer Based Placement Proposal - SA](#)

Approved proposals (which includes the MOUs) will be signed off by the Field Director and returned to the agency. Written notification to the student will be made in all cases where a proposal is not approved. Students should have an alternative plan developed for the completion of practicum hours in the event that the proposal is not acceptable and/or does not meet educational requirements.

Completed proposals should be submitted by the student via CalState S4 as described above. Students, be sure to sign in to your S4 account before completing/submitting the *Employer Based Placement Proposal*.