



MSW HYBRID PROGRAM
PROPOSAL TO UTILIZE EMPLOYER FOR FIELD PLACEMENT SITE

ACADEMIC YEAR
INTERNSHIP DATES STARTING: ENDING:
STUDENT'S NAME 1st YEAR INTERN 2nd YEAR INTERN
AGENCY NAME CONTACT NAME
AGENCY ADDRESS CONTACT E-MAIL
AGENCY PHONE #
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 PHONE #
NAME OF PROPOSED FIELD INSTRUCTOR 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 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

Return to: Department of Social Work, Field Education DBH 122
California State University, Stanislaus
One University Circle
Turlock, CA 95382 OR e-mail to mswfield@csustan.edu



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 [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 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 [Name].
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:

SIGNATURE OF AGENCY REPRESENTATIVE (current supervisor or administrator) PRINT NAME DATE

SIGNATURE OF STUDENT INTERN PRINT NAME DATE

SIGNATURE OF PROPOSED FIELD INSTRUCTOR PRINT NAME DATE (IF APPLICABLE)

SIGNATURE OF PROPOSED TASK SUPERVISOR PRINT NAME DATE

REVIEWED BY MSW FIELD COORDINATOR:

SIGNATURE DATE Approved [] Not approved []

Disapproved for the following reason: []

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