



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

CHECK HERE IF YOU ARE TITLE IV-E STUDENT DATE \_\_\_\_\_

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

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

AGENCY ADDRESS \_\_\_\_\_ CONTACT E-MAIL \_\_\_\_\_

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

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

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

STUDENT'S CURRENT EMPLOYMENT STATUS (check one)  FULL-TIME  PART-TIME

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAME OF CURRENT SUPERVISOR \_\_\_\_\_ E-MAIL \_\_\_\_\_

**NAME OF PROPOSED FIELD INSTRUCTOR\*** \_\_\_\_\_

**E-MAIL** \_\_\_\_\_ **PHONE #** \_\_\_\_\_

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

IS THE PROPOSED FIELD INSTRUCTOR  ON-SITE OR  OFF-SITE?

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.

NAME OF PROPOSED TASK SUPERVISOR \_\_\_\_\_

E-MAIL \_\_\_\_\_ 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.

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PROPOSED PRACTICUM SCHEDULE (16 HRS PER WEEK) \_\_\_\_\_

EMPLOYMENT SCHEDULE \_\_\_\_\_

***\*A field instructor must have 2 yrs. post-MSW practice experience, and provides 1 hour of individual weekly supervision.***



**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 \_\_\_\_\_ regarding the placement of \_\_\_\_\_.

Agency name  
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 Social Work 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 work hours and assignments that sets apart the work and the practicum times and assignments.
- 5. The agency agrees to provide the student with a work schedule of no more than 30 hours per week, designed to assist the student in meeting his/her required practicum hours of 250 hours per semester.

**Signatures:**

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

\_\_\_\_\_  
SIGNATURE OF STUDENT INTERN      PRINT NAME      DATE

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

\_\_\_\_\_  
SIGNATURE OF PROPOSED TASK SUPERVISOR      PRINT NAME      DATE

**For Title IV-E students reviewed by IV-E Coordinator:** Approved  Not Approved  INITIALS \_\_\_\_\_

**REVIEWED BY FIELD COORDINATOR:** Approved  \_\_\_\_\_  
SIGNATURE      DATE

Not Approved  For the following reason: \_\_\_\_\_

**Return form by E-mail to [MSWfield@csustan.edu](mailto:MSWfield@csustan.edu) or by mailing to department:**

Department of Social Work | Attn: Field Education | One University Circle, DBH 122 | Turlock, CA 95382