



School of Social Work  
Field Education Program  
Chico, CA 95929-0550  
Phone: (530)-898-5632 Fax (530)-898-5574  
[www.csuchico.edu](http://www.csuchico.edu)

## Employment Based Field Practicum Proposal

### EMPLOYMENT-BASED FIELD PRACTICUM PROPOSAL

A student may submit a proposal requesting to complete their field practicum at the agency where he/she has been employed.

#### GENERAL GUIDELINES

1. The proposal must be designed in such a way that its implementation will facilitate the student's development as a professional social worker. It is essential to provide opportunities for student's to pursue and achieve the specific objectives of field instruction at the BSW senior, MSW foundation, or MSW concentration year level.
2. The student should review information outlined in the *Field Manual* related to placement objectives and requirements and then consult with the Director of Field Education *prior to* developing the proposal. The manual may be found on-line at: <http://www.csuchico.edu/swrk/field-education/field-handbook.shtml>
3. *Ideally* a student would be assigned to a program/department other than the one where s/he is employed.
4. *The Agency* Field Instructor (AFI) must be someone other than the student's employment supervisor.
5. *The proposal should clearly distinguish between the proposed student roles, tasks, or responsibilities and those that are part of the student-employee's regular employment duties.*

#### Agency Field Instructor Minimum requirements:

- BSW students are required to have an agency field instructor that has a BSW degree post two years. Some limited exceptions are made to this requirement. If there is not a BSW available to supervise students, agencies may secure an off-site field instructor or work with the School of Social Work to identify a qualified field instructor.
- MSW students are required to have an agency field instructor that has an MSW degree post two years. If there is not an MSW available to supervise students, agencies may secure an off-site field instructor or work with the School of Social Work to identify a qualified field instructor.

**The field instructor must be someone other than the student's employment supervisor.** Careful thought should be given to the nature of the student's relationship with the person being proposed as field instructor with regard to potential conflicts of interest, e.g. a co-worker who has become a friend would not be appropriate. The proposed field instructor must submit a current resume or a Field Instructor Application, found at <http://www.csuchico.edu/swrk/field-education/becoming-field-placement.shtml>. The field instructor will agree to attend a fall field instructors' training or complete the field instructor on-line orientation. The employment supervisor is also encouraged to complete the field orientation to increase their understanding of the field requirements.

If the employing agency does not already have an established contract with the CSU, Chico School of Social Work, an agency profile will need to be completed and can be found at <http://www.csuchico.edu/swrk/field-education/becoming-field-placement.shtml>. Once the agency profile is submitted the Director of Field Education will make a site visit. A Service Learning Contract will be required between the proposed field education site and the CSU, Chico School of Social Work. This contract must be in place prior to a student starting their placement at the proposed employment agency. **Early completion of information is encouraged to ensure that there will be time to visit the agency, have the Affiliation Agreement signed, review the internship proposal, make any revisions necessary, and approve it in advance of the fall semester. Please be advised that the contract process may take 60-90 days to complete.**

**INSTRUCTIONS:** TYPE OR PRINT LEGIBLY IN BLACK INK ONLY. Please complete this application and either mail it to the CSU, Chico School of Social Work, Director of Field Education at the above address or email it to Patrick Borel at pborel@csuchico.edu.

Please check applicable status: <input type="checkbox"/> BSW <input type="checkbox"/> MSW Foundation Year <input type="checkbox"/> MSW Concentration Year		
Last Name	First Name	MI
Student #	Phone (    )	
Agency	Program	
Agency Address		
City	State	Zip
Agency Phone (    )	Alternate Phone (    )	

**During the student's work week, please describe the following:**

Job tasks & skills of job for which you currently are responsible or attach job description	Internship tasks & skills to be done/learned as an intern in the field work setting

**Circle days student is employee:**    M    T    W    Th    F    Sa    Su

**Circle days student will be in field:**    M    T    W    Th    F    Sa    Su

The second part of your employment-based field practicum proposal is to complete the following questions. You should discuss these issues with your prospective field instructor, your current job supervisor and anyone else in the agency that will be responsible for facilitating your employment-based internship.

1. Please Describe your reasons for requesting an employment-based field practicum?

2. How will the field placement be different from your regular job? Include information on different duties, client population, location, supervisors, and any other factors that will differentiate the job from the placement.

3. How will the employment-based practicum allow you to develop professional social work competencies? i.e. please describe the NEW skills you will be developing?

5. Describe your understanding of how the agency plans to allow you to “be a student” during the field placement portion of your job. (i.e. reduced caseload, extra training, ability to engage in activities relevant to the Learning Agreement but that may not be a normal part of the job itself, etc.)

6. I have discussed with my prospective field instructor the need for a minimum of one hour per week of individual Field supervision YES ___ NO ___ Check here if your agency does not have a BSW (BSW students only) or MSW that can provide supervision _____
7. I understand my field instructor will need to complete a field instructor training orientation YES ___

Before submitting this form to the Field Director, please provide a copy of your proposal to your

- prospective field instructor
- employment supervisor for your current job,
- prospective task supervisor (if any) and the
- agency director

By our signatures, we certify that we have read through this application, and that we agree to offer an employment-based field practicum and work with the CSU, Chico School of Social Work to provide an educationally-focused field placement for the above named student.

Proposed Field Instructor's Signature		Date
Print Name	Phone (     )	(   )BSW (   )MSW (   )LCSW
Signature/Approval of Organization's Director		Date
Print Name		Phone (     )
Signature of Student		Date
Print Name		Phone (     )

I certify that the above named student met employment expectations during their last performance review. I have reviewed the proposal and will support the student in the internship as described in this proposal.

Current Employment Supervisor's Signature		Date
Print Name	Phone (     )	
(   )MSW (   )Other (please specify) _____		

## Employment-Based Practicum Release of Information

I, \_\_\_\_\_ being currently considered for placement by  
California State University, Chico to the position of Student Intern with:

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(Placement Agency)

I understand that by signing this waiver I am authorizing my employer/placement agency to release to the School of Social Work information regarding my performance, if said performance results in termination from my field practicum. The School of Social Work may consider this information in rendering a decision about my continued participation in the field practicum course.

I do hereby agree to hold such employers/agencies, references, persons, etc., harmless from liability for releasing said information.

Student Signature	Date
Agency Field Instructor Signature	Date
Agency Director Signature	Date