**DOMINICAN UNIVERSITY**

# **GRADUATE SCHOOL OF SOCIAL WORK**

# INSTRUCTIONS FOR REQUESTING

# EMPLOYMENT-BASED FIELD PLACEMENT

The Graduate School of Social Work recognizes that some students are employed in agencies that can provide excellent learning experiences while the student continues their employment at the agency. An employment-based field placement allows students to do either one or both placements at their employing agency as long as the following criteria are met:

1. The agency and field instructor must meet the basic requirements for all field placements outlined in the Field Work Manual’s “CRITERIA FOR SELECTION” section. Of note, agency field instructors must be master level social workers with at least two years post graduation and must provide at least one hour of individual supervision per week.
2. The agency field instructor must be someone other than the supervisor to whom the student is accountable for his or her work assignment.
3. The field placement time at the agency (16 hours foundation level; 20 hours concentration level) must be spent in a different department, unit, or program of the agency than that which the student is currently employed;

OR

The student assignment is substantively different from the work assignment in terms of client population served, interventions used, and skills developed. For example, a student who is working in direct practice can shift into program and policy development, community outreach etc.

1. Field placement hours can be within a student’s regular work week or as negotiated with employer. Arrangements for any wages received by the student for the hours of field placement are strictly between the student and the employer.

Please see the complete list of criteria for employment-based field placement in the Field Work Manual’s “FIELD PLACEMENT PROCESS” section.

**Students wishing to apply for employment-based placements need to complete the Request for Employment-Based Placement Form, and meet with the Director or Assistant Director of Field Education.** **All requests must be approved by the Field Office.**

REQUEST FOR EMPLOYMENT-BASED

FIELD PLACEMENT

*Student and employing agency supervisors must collaborate in completing this application.*

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employing Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Employee’s Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Employee’s Department/Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Employee’s Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Employee’s **Current** Duties/Responsibilities (include client population and practice methods used):

REQUEST FOR EMPLOYMENT-BASED

FIELD PLACEMENT

# PROPOSED FIELD PLACEMENT:

CHECK ONE\_\_\_\_\_ Foundation Level Placement \_\_\_\_\_\_\_ Advanced or Concentration Level Placement

Has Student had a previous employment-based field placement? YES NO

Field Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(Must be different from current employer supervisor and previous employment-based field placement supervisor, if applicable)***

Student’s Field Placement Responsibilities/Assignments (as differentiated from the employment responsibilities): Please list at least five new learning experiences for the student (attach document, if needed):

Student’s proposed Placement Days and Hours

Submit a schedule that clearly identifies both employment hours and field hours.

Placement hours required: Foundation Level: 16 hours/week; Concentration Level: 20 hours/week unless approved for extension program

Current Employee Supervisor:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Print Sign Date

Student Employee:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Print Sign Date

Agency Field Instructor:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Print Sign Date

Director/Assistant Director of Field Work:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Print Sign Date