



**APPLICATION FOR USE OF EMPLOYMENT AS FIELD PLACEMENT**  
**Department of Social Work Field Education Office**

Student Information

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Applying for which level of placement?     BSW     1<sup>st</sup> Year MSW     2<sup>nd</sup> Year MSW     Advanced Standing

Academic Year: \_\_\_\_\_ MSW Practice Concentration (if applicable):     Clinical     Community

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Cell phone: \_\_\_\_\_ SCSU E-mail: \_\_\_\_\_

Former/First Field Placement information (if applicable)

Agency Name: \_\_\_\_\_

Agency Supervisor Name: \_\_\_\_\_ Degrees: \_\_\_\_\_

Field Instructor Name: \_\_\_\_\_ Academic Year: \_\_\_\_\_

Employing Agency Information

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

Agency Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Your Employment Title: \_\_\_\_\_ Years in Position: \_\_\_\_\_

Have you interned here before?    Yes    No

Your Supervisor's Name: \_\_\_\_\_

Supervisor telephone: \_\_\_\_\_ Supervisor E-mail: \_\_\_\_\_

MSW/LCSW who will provide weekly supervision for your internship hours/tasks

Internship Supervisor Name: \_\_\_\_\_ Degrees: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

CSWE Competencies

Please use the chart below to describe/identify internship tasks as guided by the CSWE competencies listed. Please complete the chart with the LMSW/LCSW that will be supervising your internship tasks and responsibilities.

<b>Competency 1</b> <b>Demonstrate ethical and professional behavior</b>	<b><i>Please specify related field practice responsibilities:</i></b>
1a. Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context	
1b. Demonstrate professional behavior; appearance; and oral, written, and electronic communication	
1c. Use technology ethically and appropriately to facilitate practice outcomes	
1d. Use supervision and consultation to guide professional judgement and behavior	

<b>Competency 2</b> <b>Advance Human Rights and Social, Economic, and Environmental Justice</b>	<b><i>Please specify related field practice responsibilities:</i></b>
2a. Advocate for human rights at the individual, family, group, organizational, and community system levels	
2b. Engage in practices that advance human rights to promote social, racial, economic, and environmental justice.	

<b>Competency 3</b> <b>Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice</b>	<b><i>Please specify related field practice responsibilities:</i></b>
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3a. Demonstrate anti-racist and anti-oppressive social work practice at the individual, family, group, organizational, community, research, and policy levels	
3b. Demonstrate cultural humility by applying critical reflection, self-awareness, and self-regulation to manage the influence of bias, power, privilege, and values in working with clients and constituencies, acknowledging them as experts of their own lived experiences.	

<b>Competency 4</b> <b>Engage in practice-informed research and research-informed practice</b>	<i>Please specify related field practice responsibilities:</i>
4a. Apply research findings to inform and improve practice, policy, and programs	
4b. Identify ethical, culturally informed, anti-racist, and anti-oppressive strategies that address inherent biases for use in quantitative and qualitative research methods to advance the purposes of social work.	

<b>Competency 5</b> <b>Engage in policy practice</b>	<i>Please specify related field practice responsibilities:</i>
5a. Use social justice, anti-racist, and anti-oppressive lenses to assess how social welfare policies affect the delivery of and access to social services	
5b. Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, racial, economic, and environmental justice	

<b>Competency 6</b> <b>Engage with individuals, families, groups, organizations, and communities</b>	<i>Please specify related field practice responsibilities:</i>
6a. Apply knowledge of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, to engage with clients and constituencies	

6b. Use empathy, reflection, and interpersonal skills to engage in culturally responsive practice with clients and constituencies	
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<b>Competency 7</b> <b>Assess individuals, families, groups, organizations, and communities</b>	<i>Please specify related field practice responsibilities:</i>
7a. Apply theories of human behavior and person-in-environment, as well as other culturally responsive and interprofessional conceptual frameworks, when assessing clients and constituencies	
7b. Demonstrate respect for client self-determination during the assessment process by collaborating with clients and constituencies in developing a mutually agreed-upon plan	

<b>Competency 8</b> <b>Intervene with individuals, families, groups, organizations, and communities</b>	<i>Please specify related field practice responsibilities:</i>
8a. Engage with clients and constituencies to critically choose and implement culturally responsive, evidence-informed interventions to achieve client and constituency goals	
8b. Incorporate culturally responsive methods to negotiate, mediate, and advocate with and on behalf of clients and constituencies	

<b>Competency 9</b> <b>Evaluate practice with individuals, families, groups, organizations, and communities</b>	<i>Please specify related field practice responsibilities:</i>
9a. Select and use culturally responsive methods for evaluation of outcomes	
9b. Critically analyze outcomes and apply evaluation findings to improve practice effectiveness with individuals, families, groups, organizations, and communities	



## **Employment-Based Field Placements**

### **Policies and Guidelines**

Students who wish to use their place of employment as a field placement site must apply to the Field Education office for an employment-based field placement. An employment-based field placement may be approved for one of the student's two field placements. For Advanced Standing students, an employment-based field placement may be approved either for their BSW or MSW field practice. Students may only apply for employment-based field placements if they have been at the job a minimum of 90 days and are in good standing with the employing agency.

### **Approval of Agencies for Employment Based Field Placements**

Agencies that provide employment-based field placements must meet criteria for approval as field agencies. Approved field agencies provide programs and services consistent with the values and goals of social work education and express a commitment to:

1. Support the mission and goals of the University and the Department of Social Work.
2. Foster a learning environment where the principles anti-racism, diversity, equity, and inclusion are practiced and valued.
3. Abide by University policies and regulations as stated earlier in this *Handbook*, including those related to academic honesty; accessibility; FERPA; HIPPA; accommodations for religious holidays; nondiscrimination; pluralism; sexual harassment; research protection; and student conduct.
4. Provide supervision by an approved social work field instructor.
5. Assign students with opportunities to develop and to demonstrate required social work competencies and behaviors.
6. Afford students responsibilities for social work practice with client systems of various sizes and with a diversity of client populations.
7. Provide students with adequate resources and facilities for field practice and for safety in the field.
8. Allow time for the field instructor to provide at least one hour per week of social work supervision and to participate in the Seminar in Field Instruction (SIFI) for new field instructors.

### **Approval for Field Instructors for Employment-Based Field Placements**

Field instructors in employment-based field placements must meet criteria for approval as field instructors. Field instructors are agency-based social workers who are approved by the Field Education office to provide social work supervision to MSW students. Field instructors are approved who:

1. For generalist field placements, hold an accredited MSW degree, master's licensure preferred, and who have at least two years of post-master's social work practice experience.
2. For specialist field placements in clinical practice, hold an accredited MSW degree, clinical licensure preferred, and at least two-years of post-master's social work practice experience.
3. For specialist field placements in community practice, hold an accredited MSW degree, master's licensure preferred, and at least two-years of post-master's social work practice experience.
4. Are authorized to provide resources, to support student safety, to plan orientation, to negotiate field assignments, and to represent the agency in relation to the Field Education office.
5. Have access to client records and clinical observation as necessary for supervision
6. Will offer at least one hour per week of scheduled social work supervision on site at the agency.
7. Will be present at the agency for at least 25 percent of the student's field placement hours.

Responsibilities of field instructors and students are the same in employment-based field placements as in other field placements as defined in the *MSW Student Handbook and Field Education Manual*. Employment-based field placements must afford students with opportunities to meet the nine social work competencies and related generalist and/or specialist behaviors as defined by the Council on Social Work Education and as specified on the student's field education contract.

### **Supervision**

Students in employment-based field placements must receive one hour of scheduled weekly supervision that is dedicated specifically to their field practice and to their demonstration of social work competencies and behaviors as specified in the field education contract. Supervision for students' field practice must be separate from supervision from their employment. Agencies are encouraged to provide students with a different supervisor for their internship than the supervisor for their employment, if possible. Evaluations of the students' performance in field practice must be separate from evaluations or their performance for purposes of employment. Field practice evaluations are based the student's demonstration of social work competencies and behaviors as specified on the Field Evaluation form.

### **Schedule**

Generalist field placements consist of 400 hours or about 16 hours per week through the fall and spring semesters. Specialist field placements consist of 550 hours or about 18 hours per week through the fall and spring semesters. The employer has the discretion to allow students to accomplish field practice hours during the students' regularly scheduled hours of employment or to require that some or all field practice hours are performed outside and in addition to the students' employment hours.

A minimum of 75% of the scheduled practicum hours **MUST** be completed in person, on-site at the agency.

Students who are compensated by their employer for their field placement hours will not be eligible to apply for or receive federal work study funds for those same hours.

### **Special Considerations**

Employment-based field placements are intended to distinguish between expectations for students' performance in field practice from expectations of their performance in employment. However, it is not always possible to separate students' experiences as interns from their experiences as employees. Students who leave their employed position may risk losing their field placement and student who have difficulties in their internship may jeopardize their employed position. As with all field placements, students who leave their employment-based field placement may be required to withdraw from their field seminar class and to postpone completion of their field practice until the following academic year.



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Signature Statement

1. I have reviewed the Southern CT State University “Employment-based Field Placements Policies and Guidelines.”
2. I have reviewed the CSWE Competencies and have decided with my employer to have tasks and responsibilities directly related to the competencies and practice behaviors to fulfill my educational objectives.
3. I understand that if this proposed plan for a field placement at my place of employment is approved, the SCSU Department of Social work can reject this placement at any time if it finds the above information to be in error or in violation of the Southern CT State University “Employment-based Field Placements Policies and Guidelines.”

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

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

Current Supervisor Signature: \_\_\_\_\_

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

Internship Supervisor Signature: \_\_\_\_\_

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

Field Education Office use only

Approved     Denied

Justification: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Field Education Office Signature: \_\_\_\_\_

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