



## Application for Practicum at Place of Employment

To maximize the educational opportunities of the practicum experiences, the School of Social Work recommends that the field practicum occur in social service settings other than those in which students are employed or have had previous experience. Therefore, the School of Social Work typically does not utilize a student's place of employment as a field practicum site. In rare instances, students may be given approval to complete a practicum in a current work setting. A student employed in a social service agency may submit a request to the Field Coordinator that the agency be evaluated as a setting for their field practicum. Approval is dependent upon how clearly the student and the setting can meet the requirements of establishing a learning environment that would provide opportunities to the student that are different and outside of the scope of their employment. Not all employment situations will be approved for field placement. Approval depends upon how clearly the student and the setting can describe the learning opportunity, and how it is to be monitored and evaluated by the school. Agencies involved in this type of field placement must meet the same criteria as established for all other field placements. Those students involved in this type of field placement must meet the same criteria as established for all other field placements.

In accordance with the accreditation standards of the Council on Social Work Education, **academic credit for life experience/previous work experience will not be given.**

**A student must submit this request at least six weeks prior to the beginning of the field instruction period.**

To be approved, the student and field setting must demonstrate the ability to:

- Provide experiences for the student during practicum hours that are significantly different from normal work hours, activities and duties;
- Provide experiences with client populations, program areas or service areas during field hours that are different than those encountered during employment hours;
- Ensure the availability of a qualified Field Instructor other than the student's employment supervisor;
- Designate specified blocks of hours for field practicum separate from employment hours;
- Assure that the student is not paid for field practicum hours; and
- Support the plan at all levels.

**Student Name** (First and Last Name)

**Current Place of Employment**

**Position/Title**



**The format to be used by students in requesting a variance in the policy includes :**

State the reason for the request

Clearly outline the distinctions between employment tasks and education tasks

Student must include an educational plan with the **Name** and **Qualifications** of the supervisor

Attach a written statement from the agency detailing staff willingness to support the plan which will be treated as a formal contract with the student, agency and the School of Social Work

**1. Rationale for using place of employment as practicum site (How field placement will be different from usual job duties. Detail work duties:**

a.

**b. Hours and Schedule as an Employee:**

Please enter actual times scheduled / worked

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Evening							
<i>Daily Totals</i>							

**TOTAL EMPLOYMENT HOURS PER WEEK:**

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**2. Plan for duties / activities that will be separate from employment duties.**

**a. Detail field practicum duties:**

**b. Hours/ Schedule as field practicum student:**

Please enter actual times scheduled / worked

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Evening							
<i>Daily Totals</i>							

**TOTAL FIELD HOURS PER WEEK:**

**Direct Work Supervisor's Signature:** \_\_\_\_\_

I, \_\_\_\_\_, (Agency Director's name) verify that the schedules detailed above for \_\_\_\_\_, (Student) are accurate and true.

**Agency Director's Signature:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

For School of Social Work use only:

Employment as Practicum Site has been –

Approved

Denied – Reason \_\_\_\_\_

Field Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_