**APPENDIX G**

**GRADUATE SOCIAL WORK PROGRAM**

**ALABAMA A&M UNIVERSITY**

REQUEST FOR AGENCY OF EMPLOYMENT- BASED FIELD PRACTICUM

A student may propose to use the agency in which the student is employed for a field practicum placement. Only Foundation Practicum (SWK 581) may be completed at agency of employment. Any exception must be approved by the Director of Field Education.

Evaluation and approval of the proposal to use the agency where the student is employed for Field Practicum is the responsibility of the Graduate Social Work Program and is governed by accreditation standards of the Council on Social Work Education and the policies of the Graduate Social Work Program.

General Instructions for Completion of Proposal Requesting Employment - Based Field Practicum

1. The proposal must be designed in such a way that its implementation will facilitate the student's development as a professional social worker by providing opportunities to pursue and achieve the specific objectives of the field practicum courses for which the proposal is made.

1. The proposal may not include or in any way duplicate the roles, tasks, or responsibilities for which the student is employed by the agency.

1. The student is to review the options for completing the field practicum outlined in the Student Handbook and must consult with his or her advisor prior to developing the proposal.

1. Submit current resume of proposed Field Instructor.

Specific Instructions for Completion of Proposal Requesting Employment - Based Field Practicum

1. Review the objectives of the field practicum course you are proposing to complete in the agency where you are employed. Your proposal is for completion of Foundation Field Practicum, keep in mind that the foundation curriculum is generic and your proposal must ensure that you will have opportunities to apply the entire curriculum in the field placement including direct work with the individuals and families, group experience, and involvement in a macro project.

1. Type your proposal on agency stationary and title it, "Proposal to Complete Foundation Field Practicum in My Agency of Employment." Under this heading, type:

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

 City State Zip Code

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

 Name Title Telephone Number

Responsible Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name Title Telephone Number

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

 Name Title Telephone Number

1. Structural Arrangements

* 1. Describe your agency's function and staff composition.
	2. Describe how your work load will be reduced to insure that the time required for your field practicum is available each week of the placement.
	3. Indicate how your practicum within the agency will be different from the status and responsibilities of your employed position.
	4. Specify the days and times set aside for the field practicum each week.
	5. Specify the days and times set aside for conferences with the proposed field instructor each week (a minimum of 1 hour per week for the concurrent placement or a minimum of 2 hours per week for the current BLOCK placement is required per student)

1. Learning Opportunities

Describe in detail the learning opportunities that will be available to you in the placement, how they relate to field curriculum objectives, and how they differ from your present roles and functions as an agency employee.

1. Field Instructor

Approval of the proposed field instructor (MSW and two-years post-graduate practice experience are the minimum requirements (LCSW preferred) rests with the Graduate Social Work Program. The student's present supervisor **may not** be used as the field instructor. In addition, careful thought should be given to the nature of your relationship with the person you are proposing as a Field Instructor with regard to potential conflicts of interest, for example: a relative or close personal friend would not be appropriate.

1. Approvals and Signatures

* + The student's advisor must sign the proposal before it is submitted to the Field Coordinator.

* + The administrator of the agency where the student is employed must sign the proposal indicating their approval. This includes approval of the required time for the employee to be a student in the agency and for the person providing Field Practicum supervision to serve as the student's field instructor.

* + The field instructor must sign the proposal indicating their approval of the plan, including willingness to serve as the field instructor and to be available for required Field Practicum supervisory conferences; must submit resume with proposal.

* + The student must sign the proposal.

* + The proposal must be submitted to the Director of Field Education for final approval.

This proposal becomes the formal agreement among all parties who have signed the document and an attachment to the Memorandum of Agreement.

**Required Signatures:**

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

 Signature Date

Agency Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

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

 Signature Date

Faculty Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

Director Field Education: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date