

**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 the employment agency. The Director of Field Education must approve any exception.

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.
2. The proposal may not include or in any way duplicate the roles, tasks, or responsibilities for which the agency employs the student.
3. The student must review the options for completing the field practicum outlined in the Student Handbook and consult their advisor before developing the proposal.
4. Submit a current resume of the proposed Field Instructor.

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

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

Email Address

Responsible Administrator: _____

Name

Title

Telephone Number

Email Address

Proposed Field Instructor: _____

Name

Title

Telephone Number

Email Address

3. Structural Arrangements

- a. Describe your agency's function and staff composition.
- b. Describe how your workload will be reduced to ensure that the time required for your field practicum is available each week of the placement.
- c. Indicate how your practicum within the agency will differ from the status and responsibilities of your employed position.
- d. Specify the days and times set aside for the field practicum each week.
- e. 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)

4. Learning Opportunities

Please describe the learning opportunities 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.

5. Field Instructor

Approval of the proposed field instructor (**MSW and two years of post-graduate practice experience are the minimum requirements**, with 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 consideration should be given to the nature of your relationship with the person you are proposing as a field instructor about potential conflicts of interest; for example, a relative or close personal friend would not be appropriate.

6. Approvals and Signatures

- The student's advisor must sign the proposal before submitting it to the Field Coordinator.
- The agency administrator 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 a resume with the 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 is 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

This document will support Appendix G. - Structural Arrangements

A. Describe your agency's function and staff composition.

B. Describe how your workload will be reduced to ensure that the time required for your field practicum is available each week of the placement.

C. Indicate how your practicum within the agency will differ from the status and responsibilities of your employed position.

List your current duties:

Outline your Master Level internship duties: *(The proposal may not include or in any way duplicate the roles, tasks, or responsibilities for which the agency employs the student.)*

D. Specify the days and times set aside for the field practicum each week.

On the schedule below, please indicate the days and times you'll work and the days and times you'll intern. Please indicate at least **16** hours a week if you are an Advanced Standing student or **20** hours a week if enrolled in the two-year program.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Regular Employment Hours							
Internship Hours							

E. Specify the days and times set aside for conferences (weekly supervision) 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)

Learning Opportunities

F. Describe in detail the learning opportunities 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.