

EMPLOYMENT BASED FIELD EDUCATION PLACEMENT GUIDELINES

Students seeking to complete their field education placement in their place of employment must receive approval by the School of Social Work. All field education placements in places of employment must meet the following expectations. The signatures at the end of this form demonstrate agreement to the following:

There are two types of requests that will be considered.

- 1- Students who are not in a social work role can request an employment related field education placement in another department in a social work role that promotes graduate level social work competency development. Or, the student is requesting a placement separate from their employment to maximize new learning. In these cases, no employment hours will count towards the field education placement.
- 2- An MSW student requests a placement at their place of employment and is employed in a position that requires an undergraduate social work or related degree AND are engaged in work related activities that align with social work competencies and behaviors. Student in these employment situations may request a placement that allows some employment hours to count towards field education. Graduate field experiences require learning activities that will be outside of the scope of the student's employment role to address advanced generalist/master level social work competency. An employment-based field placement must be educationally focused and structured appropriately to achieve the goals and objectives of the field education courses and provide learning activities that will meet all required generalist AND advanced generalist (master's level) competencies and behaviors as defined on the learning contract.

The student/employee has been employed at the agency for 3-6 months prior to applying or have an employment history that demonstrates an ability to be successful in this setting.

The agency will provide a field supervisor who has an MSW with at least two years post-graduate experience. The field supervisor may be a different person than the student's current employment supervisor. If the student's current employment supervisor is also the field supervisor, it is a Council on Social Work accreditation requirement that the employee/student receive separate supervision sessions for each employment and field education. **The student is expected to receive one hour of field supervision per week.**

The agency must be willing to establish an Affiliation Agreement with the School of Social Work, if one does not already exist. The placement cannot begin until there is a fully executed Affiliation Agreement.

The agency must be willing to allow the student/employee to attend classes and have an educationally focused field experience.

It is the intent that the student and agency commit to the entirety of the field education placement, even if employment is discontinued.

The agency is willing to allow the field supervisor to attend field education training, site visits, and to have sufficient time to provide the minimum of one hour a week supervision with the student.

Students will document field placement hours in the learning contract system and hours require supervisor approval. The student may only accrue up to the weekly average required to meet the minimum number of hours (25 hours per week in spring/summer semester and 20 hours in the GVSU fall/winter semester, or 13 in weekend hybrid 1 delivery). Hours must be spread equally throughout the semester and across all semesters a student is expected to participate in field education. Additional hours beyond employment will be required to address all generalist and advanced generalist competencies and behaviors. Based upon a student's program status, the following hours will be required beyond employment:

- A student in their generalist semester may count up to 200 employment hours towards field education or 16 hours per week, assuming a 12-week semester.
- A student in their advanced generalist semesters may count up to 100 employment hours towards field education or 6.5 hours per week based upon a 15-week semester.
- A student in hybrid delivery may count up to 60 employment hours per semester toward field education or 4 hours per week assuming a 15-week semester

Any plan that allows for employment hours to count towards field education must explicitly document how employment related activities are developing generalist and advanced generalist/master level competence.

This application will be received by the deadline for field applications. Once the application is returned to the Field Education Office, it will be reviewed and a response will be given to indicate whether or not the placement has been approved. A site visit is required as part of the application review process prior to determining approval.

If there are any questions about the field education placement in places of employment process, please contact the Field Education Office at 616-331-6550.

**GRAND VALLEY STATE UNIVERSITY
SCHOOL OF SOCIAL WORK**

EMPLOYMENT BASED FIELD EDUCATION PLACEMENT

Student/Employee

Date

Agency

Agency Director

Agency Contact Person

Title

Address

Phone

Email

Does the agency have an Affiliation Agreement established with the GVSU School of Social Work?

Yes

No

EMPLOYMENT INFORMATION

Date employee began at agency

Employee's Department/Program

Employee's Job Title

Employee's Job Supervisor

Will employee/student complete their internship in the same program in which they are employed or within another program?

Same program

Different program

Is employee/student requesting to utilize employment hours towards field education?

Yes

No

Employee's job duties/responsibilities. Please include client population and practice methods used.

PROPOSED FIELD PLACEMENT INFORMATION

Student's Field Placement Department/Program

Student's Field Placement Address

Student's Field Supervisor

Field Supervisor's Job Title

Field Supervisor's Phone

Field Supervisor's E-mail

Does proposed Field Supervisor have an MSW?

Yes

No

Has the proposed Field Supervisor supervised any GVSU School of Social Work students within the last three years?

Yes

No

Student's Learning Activities

Describe the learning activities that you will engage in throughout your internship. If requesting to use employment hours as part of your field placement, clearly document those employment activities that align with advanced generalist competency development. Document activities that will be accomplished outside of employment to ensure master's level competence.

Learning activities beyond employment responsibilities

Please complete the following schedule to document what days/hours that the student will remain at the agency as an employee and what days/hours that the student will be fulfilling their field placement responsibilities. The field placement experience must have a primary educational focus.

As an Employee	As an MSW Student	Work Hours	Field Placement Hours	Hours that count towards internship and job
Monday	Monday			
Tuesday	Tuesday			
Wednesday	Wednesday			
Thursday	Thursday			
Friday	Friday			
Saturday	Saturday			
Sunday	Sunday			

Please return this application form with the original signatures of the following persons:

- | | |
|---------------------------------------|------------------------------|
| 1) Agency director | 2) Proposed Field Supervisor |
| 3) Student employee's work supervisor | 4) Student |

Once reviewed at the School of Social Work and approved by all parties, the application will be signed by the Field Education Director. A copy will be sent to the agency and to the student/employee.

I have read the attached **Guidelines for an Employer-Based Field Placement** and attest that this proposed field placement can meet all of the identified criteria.

Agency Director/Administrator	Signature	Date
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Proposed Field Supervisor	Signature	Date
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Student/Employee's Work Supervisor	Signature	Date
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Student/Employee	Signature	Date
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Field Education Coordinator GVSU School of Social Work	Signature	Date
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Please return this form to: Amanda Stansbie, MSW
 MSW Field Education Coordinator
 GVSU School of Social Work
 401 W Fulton St
 Grand Rapids, MI 49504