

BSW FIELD PRACTICUM ASSIGNMENT IN PLACES OF EMPLOYMENT (FPAPE) GUIDELINES

Student(s) seeking a field practicum experience in their place of employment must receive approval by the School of Social Work. While this is not always the ideal situation, there are times when a field practicum assignment in places of employment (FPAPE) can be beneficial for the student and employer. To this end, field practicum assignment in places of employment must be educationally focused, and structured appropriately to achieve the goals and objectives of the field practicum course.

All field practicum assignment in places of employment (FPAPE) must meet the following criteria:

The student/employee has been employed at the agency for a minimum of 1 year prior to applying for a FPAPE or have an employment history that demonstrates an ability to be successful in this setting.

The field placement must be in a different program within the agency. In order to provide new learning opportunities, the field experience must be in an area that is different from where the student is currently employed, has been employed, or had a previous field experience.

The agency will provide a Field Supervisor who has a BSW or MSW with at least two years post-graduation experience.

The Field Supervisor must have been employed at the agency for at least one year.

The Field Supervisor must be a different person than the student's current employment supervisor.

The agency must be willing to establish an affiliation agreement with the School of Social Work, if one does not already exist.

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

The agency must be willing to allow the Field Supervisor to attend field education training and seminars and to have sufficient time to provide the minimum of at least one hour/week supervision for the student.

The agency must be able to provide a generalist social work experience including learning opportunities on the micro, mezzo, and macro levels.

The FPAPE application must be received with the student's Field Education Application by the specified due date. Once the application is returned to the Field Education Office, it will be reviewed and a response will be given as soon as possible to indicate whether or not the placement has been approved. A site visit may be required as part of the application review process prior to determining approval.

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

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

**BSW APPLICATION FOR FIELD PRACTICUM ASSIGNMENT IN PLACE OF
EMPLOYMENT (FPAPE)**

Student/Employee _____ Date _____

Agency _____

Agency Director _____

Agency Contact Person _____ Title _____

Address _____

Phone _____ Fax _____

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 continue to work in their current position as well as completing their field placement in another program within the agency?
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 a BSW or MSW? Yes No

Specify Degree Received: _____

Has the proposed Field Supervisor attended GVSU School of Social Work's Field Education training? Yes No

If yes, what year? _____

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

Yes No

Student's Responsibilities/Assignments

(Please clearly differentiate from employment responsibilities, and specify different client population, practice methods/interventions and skills learned, etc)

All field placement sites must provide learning opportunities that meet the School of Social Work’s nine Core Competencies and practice behaviors.

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. BSW Students need approximately 14 hours a week at their field placement. The field placement experience must have a primary educational focus.

| As an Employee | | As a BSW Student | Field I | Field II |
|----------------|--|------------------|---------|----------|
| 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) The agency director
- 2) the proposed Field Supervisor
- 3) the student employee’s work supervisor
- 4) the student

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

I have read the **Guidelines for Field practicum assignment in places of employment (Employer-Based) Field Placement (page 1)** and attest that this proposed field placement can meet all of the identified criteria.

| | | |
|-------------------------------|-----------|------|
| Agency Director/Administrator | Signature | Date |
|-------------------------------|-----------|------|

| | | |
|---------------------------|-----------|------|
| Proposed Field Supervisor | Signature | Date |
|---------------------------|-----------|------|

| | | |
|------------------------------------|-----------|------|
| Student/Employee's Work Supervisor | Signature | Date |
|------------------------------------|-----------|------|

| | | |
|------------------|-----------|------|
| Student/Employee | Signature | Date |
|------------------|-----------|------|

| | | |
|---|-----------|------|
| BSW Field Education Coordinator GVSU School of Social Work | Signature | Date |
|---|-----------|------|

Please return this form to: BSW Field Education Coordinator
 GVSU School of Social Work
 401 W Fulton St 391C DeVos
 Grand Rapids, MI 49504