

## JOINT MSW FIELD AT PLACE OF EMPLOYMENT PROPOSAL

Students wishing to do their field at their place of employment must submit, to the Field Coordinator, a written proposal for the field experience. The proposal must conform to the guidelines listed below and demonstrate how the proposed experience meets the requirements of the Field Education Program.

### I. Student Information and Date of Submission

A. Student's Name

B. Student's Telephone Number(s) and Email Address

### II. Agency Description

A. Name and address of agency

B. Overall mission of the agency

C. Types of programs/services provided

D. Target population(s) served

### III. Student Employee Status

A. Job title and description, length of employment

B. Name, phone number and email address of immediate employment supervisor

### IV. Proposed Field Experience

A. Specify the social work activities, assignments and other involvements to be engaged in as part of the field experience. The proposed activities, assignments, and other involvements **must** be different from those that are a part of the student's employee job description.

B. Describe what you hope to learn from the above experiences.

C. Describe how the time spent in field will be distinct from normal working terms of both proposed assignments and in terms of specified time frame in which these activities will occur. Field time **must** be in blocks of not less than **4** hours.

D. Describe how the agency will cover the student's employment activities while the student is in field; for example, provisions for covering emergencies that would normally be a part of the student's employment activities.

V. Proposed Field Instruction

- A. Name, phone number and email address of proposed field instructor.
- B. The proposed field instructor **must** be someone other than the student's immediate employment supervisor; **must** have MSW or MSSA degree (no non-social work degree is accepted); **must** have two years post-master's experience; and **must** have a minimum of one year with the agency.

VI. The Proposal

- A. Must be typed and double-spaced, using the above outline.
- B. Must include, at the bottom, the signatures of the student; his/her immediate employment supervisor; and the proposed field instructor, including academic degree.
- C. Will be accepted contingent upon its conformity with the Program requirements for field at place of employment.