**Statement of Completion**

**Employment Based Field Placement Application**

Recently, in an effort to support students through the current COVID-19 pandemic, the Council for Social Work Education (CSWE) is allowing employment-based placements **t**hrough May 31, 2022. Thus, a student’s social service place of employment and employment related practice may be counted toward Field requirements. A student’s employment tasks, and Field assignments may be the same as long as the tasks have clear linkages to all CSWE and social work program competencies and the associated behaviors and skills.

Students who believe their current employment-based work may qualify as a Field placement are asked to immediately complete the specific employment-based application provided by the GSS Field Department. Included here is the application. Please complete and immediately return upon receipt so your application may be reviewed and processed in a timely manner.

By signing below, I attest that I am submitting a completed Employment Based application packet that includes the documents listed below. I understand that an incomplete application packet will not be considered for approval.

**Application with ALL required signatures**

**Employment Based Applicant Analysis**

**Applicant’s current resume**

**Field Instructor’s resume**

**Student Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_

## This application is for students who are interested in using their current job in Social Work as their field instruction site.

## To be considered for an Employment Based Field Placement:

• The agency must be willing to allow the student for a minimum of 15 hours and a maximum of 21 hours per week, to function in the role of a student intern (the tasks must be connected to the CSWE Social Work Competencies <https://www.cswe.org/getattachment/Accreditation/Accreditation-Process/2015-EPAS/2015EPAS_Web_FINAL.pdf.aspx>).

## • The agency must be willing to assign a Field Instructor to supervise the student’s employment placement. The student’s current supervisor may serve as their Field Instructor if they meet all criteria.

## • The Field Instructor must possess an MSW (2 years post MSW Degree experience).

## • The application is constructed as a Word document and text must be typed in or checked off in applicable sections.

## Proposals will be reviewed by the Field Education Department and will be determined if they are (1) accepted, (2) accepted with modifications, or (3) rejected. Agency Staff Educational Coordinator, Field Instructor and the student will be notified of the decision. Proposals will be approved for Generalist Year and/or Advanced Year Placement. The Field Education Program is guided by accreditation standards of the Council on Social Work Education (CSWE) and the policies of Fordham University Graduate School of Social Service. (4). Field hours only apply for the time the Employment Based Field Placement is being approved.

**INSTRUCTIONS FOR COMPLETION OF PROPOSAL**

1. Employment Based Field Placement applications must be submitted before **the start of the placement.**  All applications will be reviewed, and the Educational Coordinator of the agency will be contacted for verification of the Employment Based plan. The Field Education Department reserves the right to determine if your request meets the standard of the internship.

Student’s Name (please type):  Fordham ID Number:

Agency Name:  Date started at employment:

Department where student currently works:

Address:

City:      State: Zip:

Contact person at agency:  Phone:

Contact person at agency email:

**Have you discussed the Employment Based Plan with Employer Educational Coordinator?**

Yes No  
(If NO, please do so. The Employer Educational Coordinator must sign the attached sheet indicating approval).

Check as applicable: Legacy Curriculum  Foundation Year  Adv Clinical  Leadership Track A

Leadership Track B  Research

Check as applicable: New Curriculum 🞏 Generalist Year  Specialist Micro  Specialist Macro  Specialist Micro & Macro

1. **The distinction of Social Service Employment related to Employment Based Field Work**

B. The practice component of the approved placement hours must be related to social work practice.

Explain, specifically, how the student’s practice assignments are social work related and connects to the social work competencies (Attach an additional page if necessary).

The assignments must include, but is not limited to:

* Placement must be social work related within the agency
* Direct client population and/or administrative assignments.
* A mode of intervention, e.g., leading groups, working with families, administration for a student who currently works in direct service, some long-term cases (if not part of the current assignment).
* Other new activities, such as developing a new or innovative service.

This Employment Based Proposal should be developed jointly and signed by the student and the agency person responsible for coordinating Employment Based field placements. The Field Education Department may contact you, your employment supervisor for further information.

|  |
| --- |
| **EMPLOYMENT FIELD PLACEMENT** |
| **NAME OF PROGRAM / DEPARTMENT:** |
| **POPULATION SERVED:** |
| **STUDENT’S CUREENT REGULAR WORK ASSIGNMENTS AND DUITES:** |
| **TREATMENT/SERVICE GOALS**: |
| **INTERVENTION METHODS:** |
| **EXACT ADDRESS OF WORK SITE:** |
| **FIELD INSTRUCTOR/SUPERVISOR (Must be an MSW)**  NAME:  TITLE:  PHONE:  EMAIL: |
|  |

1. Does Field Instructor have an MSW degree from a CSWE-accredited social work program?

Yes  No

1. Does Field Instructor have “*Seminar in Field Instruction*” (SIFI) Training?

Yes  No

1. Will Field Instructor be able to **provide a minimum of one hour per week of supervision?** Yes  No
2. How many hours will the student be doing field instruction weekly (maximum 21 hours per week)

hrs.

**By signing below, all parties indicate approval of this agreement:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student: Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment Supervisor/Field Instructor: Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Authorizing Official (i.e. Educational Coordinator, Program Director, Executive Director, CEO) Date

**To whom (agency personnel, not student) and to what address should we mail back the approved, signed agreement:**

**For Field Education Department Use Only**

Are assignments sufficient for the Employment Based placement hours requested:  Yes  No

If NO, what hour plan is being approved: 15

**Modifications to the proposal agreed to in conference prior to acceptance**:

Modifications discussed with       at the agency.

Proposal Accepted as Submitted:

Proposal Accepted as Modified:

Proposal Rejected:

Reason(s):

Field Coordinator’s Signature:       Date:

Placements approved will be for the full academic year. Students are not guaranteed approval for changes due to alteration in their employment status.

Changes (if necessary) forwarded to Employment Based Field Placement Site on (date):

(rev. 07/2020)