Criteria for Employment-Based Field Practicums

* Practicum tasks must align with MSW program competencies and practice behaviors.
* Practicum tasks must be different from duties of regular employment.
* Student must have a new learning experience (cannot have worked in same role more that three months prior to start of field)
* Student must be allowed to designate hours as field hours and be allowed to work on field tasks during these hours.
* During field practicum hours, educational needs must take priority over regular employment duties.
* Field Supervisor or Task Instructor must be different from employment supervisor.
* Field Supervisor must hold a MSW from an accredited university with at least two years post MSW work experience. If a Field Supervisor with a MSW degree is not available, then a Task Instructor with at least two years of experience in the employment setting may be assigned.

Student Name: Email:

Organization Name:

Employment Supervisor:

Employment Supervisor Phone: Email:

Field Supervisor or Task Instructor:

Field Supervisor or Task Instructor Phone: Email:

**Please list current duties as an employee or attach a position description.**

**Please describe field practicum duties or attach a position description (must be different than employment duties listed above).**

Employment Hours Schedule

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|  |  |  |  |  |  |  |

Field Practicum Hours Schedule (must be different from employment hours listed above)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|  |  |  |  |  |  |  |

**I have reviewed this application and I am in agreement with the arrangement detailed above.**

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

Employment Supervisor Date

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

Field Supervisor/Task Instructor Date

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

MSW Student Date

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

MSW Field Director Date