

Employment Based Field Practicum

It is the expectation of the School of Social Work that students complete field practicum in new settings. However, in special circumstances, an option to have an Employment-Based Field Practicum is available. The practicum must be educationally focused, and must meet the educational objectives of the MSW curriculum. The intended goal of an employment based practicum is to allow the student to continue employment while completing an educationally appropriate field practicum supervised by a MSW practitioner.

Expectations of Agency:

- A.** The agency must offer sufficiently diverse educational experiences that will enhance the student's knowledge base and degree of expertise;
- B.** Documentation that the student is not a probationary employee (or that probation has been waived by the agency) or is an employee in good standing
- C.** The agency administrator must agree that students complete their required field practicum hours and have time to attend classes and field seminars. It is expected that the student discuss and negotiate the required time with their employer.
- D.** Radford University School of Social Work requires all students to purchase individual liability insurance coverage. If the employment based practicum is approved the student must submit proof of student liability insurance distinct from their agency coverage.
- E.** The agency must be affiliated formally with the School of Social Work and agree to provide the student with a Radford University approved agency field instructor. The Field Instructor must have a MSW degree from an accredited institution and have two years postgraduate experience. The assigned field instructor is expected to attend all orientation and scheduled field academy seminars.
- F.** The proposed field instructor is not the student's job supervisor and has a MSW degree plus two years post grad experience (for MSW students) or a BSW degree plus two years experience for BSW students. If an approved field instructor is not available, the Field Coordinator will collaborate with the agency to designate an onsite task supervisor and appoint an external field instructor to conduct the weekly educational supervision.
- G.** Field assignments in the agency must have an educational focus, must differ significantly from the student's current or past job assignments, and must be in a different (i. e. separate) program area;

Expectation of Students:

Process

(Students must submit written documentation that explicitly addresses the agency expectations)

1. Student must meet with their advisor to discuss the proposal and submit a completed proposal packet to the field office (**Semester before field begins**).

BSW (489) spring placement 10/1

BSW (489) summer placement 2/1

MSW (641) 3/1

MSW (791) 3/1

New MSW students must submit the proposal within 30 days of submitting their intent to enroll form. It is the student's responsibility to forward the proposal to the field coordinator. Due to the amount of mail received during the admissions process it is advised that all students submitting employment based proposal contact the field coordinator to ensure proper receipt of the proposal.

2. Proposal should contain:
 - A. Justification and description of the proposed placement with the learning objectives. Students must provide a description of the proposed field placement responsibilities and how they demonstrate the achievement of the learning objectives..
 - B. Provide a current job description and the name of the current supervisor.
 - C. Provide field placement job description and the name of approved field instructor
 - D. List the difference between the current job and the proposed placement. Students who are using a new job must provide documentation of start date.
NEW job is defined as new employment within three months of beginning practicum.
 - E. Letter of approval from an agency executive responsible for human resource decisions. Should contain the following :
 - i. Agency executive in charge of human resource decisions and the
 - ii. current supervisor must provide the field office with written documentation approving the employment based field placement.
 - F. Completed Field Application

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3. Field Committee will review the proposal and provide the student with a written decision within 30 days.

The process to coordinate and approve an employment based practicum is lengthy. Please allow time to complete the forms and submit them to the field coordinator in a timely manner.

Policy revised and approved 10/08