EMPLOYMENT BASED PRACTICUM FORM
University of Texas at El Paso

DEPARTMENT OF SOCIAL WORK
EMPLOYMENT-BASED PRACTICUM
APPROVAL FORM

Please Type

Date: ___________________________

Semester/Yr. of Field Practicum ______________________________________

I. Student-Employee Information
   (a) Student-Employee's Name:________________________________________

   (b) Student-Employee's Current Supervisor:_____________________________

   (c) Describe Student-Employee's Current Job Responsibilities:
   (Job description may be attached)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

II. Agency Information

   Agency Name:________________________________________________________

   Address:____________________________________________________________

   Phone:_______________________________________________________________

   Agency Executive:____________________________________________________

   (Name)

   (Title)
III. Proposed Practicum

The practicum activities are to be as different from usual work activities as is possible. The social work program’s preference is that as much of the practicum as possible be on work time.

A. Proposed Practicum Information

(1) General description of proposed practicum:
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

(2) Agency department or service in which practicum will take place:
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

(3) Specific nature of practicum client population:
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

(4) Types of interpersonal practice being proposed (individual, group, family):
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

(5) Planning and management project/assignments being proposed:
_________________________________________________________________________________________

(6) Please specify how your practicum activities will differ from your current job responsibilities:
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

(7) Do you foresee any scheduling difficulties, limited access to clients, role conflicts, or other problems?
_________________________________________________________________________________________
_________________________________________________________________________________________
IV. Field Instructor

A. Explanation - The field instructor should have at least a MSW Degree from an accredited School of Social Work, a minimum of two years post-MSW degree practice experience under the direction of a qualified supervisor, and a demonstrated competence in practice. A field instructor with an MSW from an accredited School of Social Work and two years post-MSW degree practice experience under the direction of a qualified supervisor is also acceptable.

It is required that a field instructor not be the student's regular work supervisor.

B. Information [To be completed by proposed field instructor]

(1) Person Nominated: _______________________________________________________________

( Name)

(Title)

(Remainder of data is to be completed by instructors who have not previously served as field instructors for UTEP Department of Social Work.)

Schools & Year Degree(s) Earned: __________________________________________________

Present Responsibilities: ___________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

(2) Relationship to student: _____________________________

________________________________________________________________________________

(3) Supervisory Experience (staff workers):

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<thead>
<tr>
<th>Dates</th>
<th>Agency</th>
<th>City</th>
<th># of Workers</th>
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(4) Professional Work Experience (exclusive of supervisory experience)
I have reviewed the Criteria for Initial Selection of Field Instructor and believe I meet the Criteria. I am prepared to join with the Social Work Program in developing an educational plan and in providing practicum instruction for _______________________

(Student)

(Signature of Field Instructor Nominated)

Employment Address: __________________________________

____________________________________________________

____________________________________________________

Phone: ______________________________________________

Email: _______________________________________________

Date: ____________________

V. Agency Concurrence

A. Explanation - The Criteria for Participation of the Agency is described in the BSW Field Manual.

B. Agreement -
I have reviewed the criteria for Participation of Agency for Field Instruction and the requirements regarding the utilization of social work employment to meet requirements set forth by UTEPs Department of Social Work. The Department's expectations can be met within this agency. This agency is an appropriate field practicum for:

________________________________________

(Student)

Given the Social Work Department’s Criteria for Initial Selection of Field Instructor,
Instructor Nominated)

would appear to be appropriate and is acceptable to me in fulfilling this role.

Signed by: ________________________________ ____________ (Agency Executive) _________ (Date)

If the appropriate field practicum is to be planned by other than agency executive, please indicate the designee:

Name: ______________________________________

Title: _______________________________________

Phone: _____________________________________

VI. School Concurrence

The Social Work Field Program has reviewed this application and recommends proceeding with the field placement.

Signed by: ______________________________________

(Name)

________________________________________ 

(Title) __________________________ (Date)