

APPENDIX 2.1-9
EMPLOYMENT BASED PRACTICUM APPROVAL FORM
The University of Texas at El Paso

DEPARTMENT OF SOCIAL WORK
EMPLOYMENT-BASED PRACTICUM APPROVAL FORM

Employment-Based Practicum Policy:

In accordance with the Council on Social Work Education (CSWE) policies and standards, a student may be able to complete their practicum placement at their place of employment. This option is to increase accessibility of pursuing a social work education for individuals who are employed in social service organizations. To do so, the following criteria must be met:

1. The employment setting must be able to provide new learning opportunities rooted in the social work competencies set forth by the Council on Social Work Education ([2022 Educational and Policy Standards](#)) The organization must be one in which social work practice is clearly distinguishable from the practice of other disciplines.
2. An employment-based practicum experience must prioritize student learning opportunities. The organization must provide the student with a range and diversity of practice experiences that support their professional development and growth. The placement must be appropriate to their educational level (BSW, MSW first year, or MSW second year), particularly for students who complete more than one practicum placement at the same employment agency.
3. The agency is encouraged to assign a Field Supervisor who is different than the student's employment supervisor; however, exceptions can be requested and reviewed on a case-by-case basis.
4. There must be a signed Employment-Based Practicum Approval Form in place prior to the start of the student's internship. This form will detail who will serve as the Field Supervisor, how the student will be evaluated for their practicum placement, and an acknowledgment that the student will be evaluated for their practicum based on the tasks and activities identified in the learning agreement.
5. The agency and Field Supervisor must agree that the student's performance in their practicum will not influence their employment evaluation; however, if the student is terminated for cause from the employment setting, the student will also be considered as terminated from their practicum placement.
6. Students who apply for an employment-based practicum are making a commitment to remain in their employment position for the duration of the two-semester practicum placement. If the student leaves their employment, it may not be feasible or appropriate to secure a new practicum placement mid-year. Students in this situation will likely have to extend their program timeline and, if appropriate, re-enter practicum the following year.
7. The student's obligations to the University for written assignments and projects must be supported by the employing agency. No exception will be granted on assignment requirements for class for work-related reasons.
8. The agency must be formally affiliated with The University of Texas at El Paso and the Department of Social Work as an approved practicum site.

It is the student's responsibility to submit the Employment Based Practicum Approval Form to the Practicum Coordinator or the BSW Field Coordinator for consideration of their place of employment as an acceptable practicum site. This form must be submitted to allow sufficient time for review and approval prior to the start of the practicum placement.

Please Complete the Form by Typing Responses

Date: _____

Semester/Yr. of Field Practicum _____

I. Student-Employee Information

(a) Student-Employee's

Name: _____

Phone: _____

(b) Student-Employee's

Current Supervisor: _____

Supervisor's Phone: _____

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

II. Agency Information

Agency Name: _____

III. Proposed Practicum

Practicum activities may be new activities or existing activities the student-employee is conducting as part of their employment position.

A. Proposed Practicum Information

(2) General description of proposed practicum:

(3) Agency department or service in which practicum will take place (specify if the same or different than student-employee's current department):

(4) Specific nature of practicum client population:

(5) Types of practice being proposed (individual, group, family, community, policy, etc.):

(6) Please specify how your practicum activities are related to the social work competencies.

IV. Field Instructor

A. Explanation - The field instructor for the BSW Program should have at least a BSW Degree from an accredited School of Social Work, a minimum of two years post-BSW 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. It is recommended that a field instructor ***not*** be the student's regular work supervisor; however, exceptions can be requested and reviewed on a case-by-case basis.

B. Information

(1) Proposed Field Instructor:

(Name)

(Title)

Agreement - I have reviewed the criteria for Employment-Based Practicum Placement including the requirements regarding the utilization of social work employment to meet practicum learning requirements set forth by the UTEP Department of Social Work. The Department's expectations can be met within this agency. This agency is an appropriate field practicum for

(Student)

(Signature of Proposed Field Instructor)

Employment Address: _____

Phone: _____

Email: _____

Date: _____

VI. School Concurrence

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

Signed by: _____

(Name)

(Practicum Coordinator)

(Date)

