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:

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.

The agency and student must be able to create and support an educationally based field learning experience. Students should indicate their interest in exploring an Employment-Based Internship (EBI) to the Field Education office as early as possible. After discussing this with the field office, students will work with their employer to complete the Employment-Based Internship Application, which outlines how the student will meet the social work competencies and supervision requirements in their work setting.

The following policies regarding employer-based field placements are in accordance with the Council on Social Work Education (CSWE) Accreditation Standards and are designed to help recognize the role transition that is expected of employees who are engaging in employer-based field experiences in these circumstances.

1. Proposed field instruction assignment must be appropriate to the level of education that the student is pursuing and meet curriculum requirements.

2. The agency employs qualified social work staff, meets the established criteria for affiliated agencies in the program, and has, or agrees to enter into an Affiliation Agreement with the University.

3. An individual who meets the criteria to be an approved Field Supervisor is available to supervise the placement activities. When possible, this person is not the student's current employment supervisor. In cases where the Field Supervisor is also the employment supervisor, supervision for field education learning must be separate from supervision time for employment. If off-site, or from another program within the placement agency, the proposed placement Field Supervisor must be approved by all parties involved in the placement. All social workers who will be supervising the student's placement activities are required to be two-years post SW degree. If the agency does not have a qualified social work field instructor on staff, our Field Office will arrange for an off-site field instructor to provide the required supervision and designate an on-site task supervisor to provide daily oversight and support.

4. Student field assignments and employment tasks may be the same and counted toward required field hours if the tasks have clear links to the social work competencies, including any competencies added by the program, and their related behaviors. These tasks must be indicated in student’s Learning Agreement.

5. No more than 20 hours per week can be counted by student towards their internship total.

6. The agency must provide written endorsement of the student's application, and in agreement with the MSW program’s goal of providing a professional and educationally-based learning experience, rather than simply performing needed tasks for the agency. The student, their employment supervisor, the Field

Supervisor, and Field Office must all agree to the proposed arrangement and provide their signatures before the application is approved.

7. Site visits will be conducted between the employer, Field Supervisor, and Field Office liaison as part of the approval process. This provides an opportunity to discuss the dual roles of learner and employee and to establish communication expectations with the employment agency about any potential issues that could impact the student's learner role.

8. A student who agrees to an Employment-Based internship acknowledges that an alteration or a disruption in employment may adversely affect the field internship, and disruption in field may adversely affect the student's employment. A disruption may also delay graduation if applicable.

Excluded Employer-based placements include:

- Agencies owned and/or operated by student's relatives, either by birth or marriage
- Agencies whose sole purpose is for the employment and coordination of independent contractors for time limited services
- Student's privately-owned businesses and/or consulting practices
- Agencies that are under investigation or have been sanctioned for fraudulent or unethical activities by their accrediting bodies

The following examples illustrate employer-based field education settings that would need close consideration and discussion:

- The agency and agency staff are limited in size, making it difficult to distinguish employee and student roles.
- The student has worked for the agency for a considerable period of time with no experience elsewhere
- Conflicts of interest would exist between the student and the proposed supervisor
- Potential conflicts of interest or dual relationships exist (e.g. more than one student in the Social Work program works at the agency, requests an employer-based placement, and is in a supervisor/supervisee relationship with the other student)

If a student resigns due to personal reasons not related to issues at their employment, students may remain as an intern, if the place of employment is in agreement.

If a student they chooses to leave their employment and the employer does not agree to continued internship and/or if the student is terminated from their employment position during the current academic year, the Field Office will not re-match a student to a new practicum mid-academic year. Students will develop a new degree plan to support continuation in the BSW or MSW program. [Exceptions may be considered by the Practicum Coordinators on a case-by-case basis].

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 Reponses

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)