

Appendix D

**SUNY Brockport
Undergraduate Social Work Employment-Based Field Placement Application**

Part I: Completed by the Student

Student Name: _____

Student ID #: _____

Employer Name: _____

Address: _____

Start Date of Employment: _____

List the Department, Supervisor Name, Job titles and dates of employment in each program in which you have worked for the agency:

1. Department Name: _____

Supervisor: _____

Job Title: _____

Dates of employment: _____

2. Department Name: _____

Supervisor: _____

Job Title: _____

Dates of employment: _____

3. Department Name: _____

Supervisor: _____

Job Title: _____

Dates of employment: _____

Please attach the following information (required for consideration of approval):

- Your current job description from your employer
- A brief description of your current and past job responsibilities at the agency
- Describe client population and practice methods used in your current job description.
- Describe your proposed field placement and indicate why you think it will provide you with new learning opportunities.

Student Signature: _____

Date: _____

Part II: Completed by the Agency

Internship Department/Program Name: _____

Program Address: _____

Proposed Field Placement Field Instructor Name: _____

Does the proposed Field Instructor have a BSW, LMSW, or LCSW? Please specify what higher education institution the supervisor received their degree from _____ and their New York State license number (if applicable) _____

How many years of post BSW or MSW degree practice experience has the proposed field instructor completed? _____

Is the proposed field instructor willing and able to provide an hour of dedicated weekly formal supervision to the student? Yes _____ No _____

Is the proposed field instructor willing to attend the Field Instructor Orientation if they have not attended in the past three years? Yes _____ No _____

Please indicate if the student will be continuing in their current position as well as completing a field placement within another program within the agency: Yes: _____ No _____

Does the Agency provide assurance that the employment-based field placement will be structured in a manner to assure field will be structured in a manner to allow the student opportunities to practice and develop required social work competencies. Yes: ____ No: ____

Please attach a description of the proposed field placement including scope of practice opportunities (similar to a job description).

Authorization of Agency Representative:

Name and Title: _____ Signature: _____

Date: _____

***Proposed Field Instructor:** I, the proposed Field Instructor, understand the employment-based field placement planning process an interview between myself and the student is required. By signing this Application for Employment-Based Field Education, I acknowledge that an interview with the student has resulted in a successful match for placement and my signature attests to my commitment to provide field instruction supervision:*

Proposed Field Instructor Signature: _____

Date: _____

Field Instructors providing supervision to an undergraduate social work intern must have at least a Bachelor's degree in social work from a CSWE accredited program and two years of post-graduation experience.

Part III: Completed by the Undergraduate Coordinator of Field Education

Date Received: _____

All required Information Supplied: Yes _____ No _____

If no, what is missing?

Review Date: _____ Decision: Approved _____ Not Approved _____

Additional Information:

Coordinator of Field Education Signature: _____

Date: _____

Student /Agency Notification Date of Decision: _____

Important Note: Under no circumstances may a student accept or pursue employment in the same agency in which they are a field practicum student during the period of the field placement without the expressed permission of the Director of Field Education. If this situation should arise, students must complete an employment-based field education application for consideration of approval.

Student Responsibilities in Employment-based Field Education Placement

- Preparation of self for an agency-based professional social work educational experience integrating course material, life experiences, and skill development.
- Complete all field instruction paperwork in a timely fashion and work collaboratively with the Coordinator of Field Education to assist in the process of agency selection and assignment.
- Complete all requirements for agency placement.
- Understand the operational procedures, structure, and functions of the agency.
- Act responsibly in all activities undertaken in the agency maintaining confidentiality and ethical practice standards.
- Act in a professional manner as a representative of the agency to the wider community.
- Read, sign and return the student agreement to the Coordinator of Field Education.
- Adhere to the [NASW Social Work Code of Ethics](#).
- Assume an active and responsible role in planning the learning objectives and specific responsibilities for the practicum experience.
- Be open to critical analysis and feedback of performance behaviors and integration of learning.
- Take responsibility for setting and preparing an agenda for weekly supervision at the agency.
- Notify the field instructor and faculty liaison in a timely manner of any issues in the field practicum.
- Maintain a schedule for attendance and prompt notification of any absences.
- Complete the required evaluation forms within required timeframes.
- Actively participate in the field evaluation process of student learning.