

Employment-Based Field Placement Proposal

The relationship between education and employment is central to the evaluation of an employment-based field placement proposal. The achievement of learning and educational objectives is the central foci involved in the consideration of an employment-based field placement proposal. In addition, the Council on Social Work Education guidelines must be included at all times. The employment-based field placement proposal must demonstrate that educational time will be protected and that the educational and learning objectives of the fieldwork will be accomplished within the perimeters of the Office of Field Education policies and requirements.

If a student wishes to request a field placement in a fieldwork site in which they will be simultaneously employed, the following requirements listed below must be met. Signatures indicate that all parties have read and understood all stated policies, and requirements. All proposals must be submitted on the attached form. All inquiries regarding employment-based field placement proposals should be directed to the Director of Field Education.

Requirements

1. The fieldwork site must be approved by the Office of Field Education. All required paperwork including an Affiliation Agreement and a site visit must be completed prior to the start date of the fieldplacement.
2. The field instructor must have an MSW degree, a minimum of two-years post-masters experience, hold a Licensed Master Social Work (LMSW) license, and have been employed at the fieldwork site a minimum of one-year. The State of Michigan licensing law requires anyone who calls them self a social worker (micro *and* macro practice levels) to be licensed.
3. The student's field placement must be in a different program than the program where they are employed in the fieldwork site.
4. The student's field instructor and employment supervisor must be different people.
5. The student's employment hours and field hours must be clearly defined and delineated.
6. The student must have been employed by the fieldwork site for a minimum of 60-days prior to submitting an employment-based field placement proposal.
7. Students must log the same number of field hours in an employment-based field placement as in a non- employment-based field placement.
8. The focus of the field placement must be on meeting the student's learning and educational objectives. Learning opportunities need to exceed present job skills and knowledge.
9. Field credits will not be granted for previous professional work experience (Council on Social Work Education requirement).
10. Retroactive approvals for employment-based field placement proposals will **not** be granted.
11. In general, Advanced Standing students are not allowed to complete a placement at their current or previous place of employment. These proposals will be evaluated on a case-by-case basis.

12. The fieldwork site Director or Chief Executive Officer must sign off on all employment-based field placement proposals. It is the fieldwork site's decision as to what type of compensation the student receives while in placement.

Submission Deadlines

The planning process for an approval of an employment-based field placement proposal can take up to several months, so students are strongly encouraged to complete these forms early. All proposals must be submitted for review and approval to the Director of Field Education.

Full-time students:

MicroMasters students (Fall start):	May 16
16-month and 20-month students (Winter start):	October 17

Part-time students:

You will begin field in the **second year** of your MSW program, in either Fall or Winter term (depending on your curriculum track). Please contact the Office of Field Education at ssw-fieldoffice@umich.edu to discuss your field schedule and timeline for an employment-based field proposal.

This proposal must be submitted to the Director of Field Education for review by the deadlines established below:

Deadlines:

- MicroMasters students (Fall start): May 16
- 16-month and 20-month students (Winter start): October 17

I. STUDENT INFORMATION

Student Name: (print) _____

E-mail: _____ ID #: _____

Phone: (H) _____ (W) _____ (C): _____

Curriculum Track (full-time): ☐ 16-month ☐ 20-month ☐ MicroMasters

Curriculum Track (part-time): ☐ Day A ☐ Day B
☐ Evening/Weekend A ☐ Evening/Weekend B

Pathway:

- | | |
|--|--|
| <input type="checkbox"/> Interpersonal Practice in Integrated Health, Mental Health, & Substance Abuse | <input type="checkbox"/> Community Change |
| <input type="checkbox"/> Global Social Work Practice | <input type="checkbox"/> Management & Leadership |
| <input type="checkbox"/> Policy & Political Social Work | <input type="checkbox"/> Program Evaluation & Applied Research |
| <input type="checkbox"/> Social Work Practice with Older Adults & Families from a Lifespan Perspective | <input type="checkbox"/> Welfare of Children & Families |

I am requesting an employment-based field placement for the following field terms:

☐ 1st ☐ 2nd ☐ 3rd ☐ 4th

2. FIELDWORK SITE INFORMATION

Fieldwork Site Name: _____

Address: _____

Telephone: _____ Website: _____

FAX: _____

Fieldwork Site Director/CEO Name (print): _____

E-Mail: _____

If the fieldwork site is not a currently UM SSW OFE approved site, all paperwork must be completed prior to approval of the placement. Forms are found here: <https://ssw.umich.edu/offices/field-education/field-instructor-resources>.

3. STUDENT'S *CURRENT* EMPLOYMENT INFORMATION

Name of Department/Program: _____

Position Title: _____

Hire Date: _____

Current Supervisor: _____

Supervisor's Telephone: _____ E-Mail: _____

Supervisor's Hire Date: _____ FAX: _____

Provide Brief Description of Student's *Current* Employment Tasks/Roles/Functions/Responsibilities (or attach a copy of your current job description):

4. STUDENT'S *PROPOSED* FIELD PLACEMENT INFORMATION

Proposed Field Placement Department/Program:

Address:

Proposed Field Instructor's Name:

Job Title:

E-Mail:

Telephone:

FAX:

Field Instructor must complete a Field Instructor Application form and attach a current resume.

<https://ssw.umich.edu/offices/field-education/field-instructor-resources>

Provide a brief description of the student's *proposed* field placement tasks/roles/functions/responsibilities:

Provide a proposed weekly schedule, indicating what days and hours will be employment responsibilities (E), and what days and hours will be field instruction responsibilities (F). You should also take into account the time you will spend in class.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Comments: _____

5. REQUIRED SIGNATURES

The signatures below indicate that:

- The foregoing information is accurate.
- All parties will adhere to the University of Michigan School of Social Work Office Field Education Employment-based Field placement Proposal Policy and Guidelines.
- All parties will support the academic needs of the employee/student that go beyond and are in addition to the ordinary requirements of the employment.

This proposal will be reviewed prior to each term of fieldwork, and revised as needed in conjunction with the student's Educational Agreement. All revisions to this proposal are subject to the review and approval of the student's assigned Field Liaison.

Student Print Name: _____

Student's Signature: _____

Date: _____

Employment Supervisor Print Name: _____

Employment Supervisor's Signature: _____

Date: _____

Proposed Field Instructor Print Name: _____

Proposed Field Instructor's Signature: _____

Date: _____

Fieldwork Site Director/CEO Print Name: _____

Fieldwork Site Director/CEO Signature: _____

Date: _____

OFFICE USE ONLY

6. OFFICE OF FIELD EDUCATION

☐ APPROVED

☐ NOT APPROVED (if not approved, indicate reason):

Director of Field Education Signature: _____

Date: _____

Fieldwork Site Approved (forms, data entry, etc.): _____