



Student Name: _____

Internship Level: BSW___ MSW I___ MSW 2nd Year/Advance Standing___ MSW Social Leadership___

Office of Field Education Employment-Based Proposal

Proposal Policy, Requirements & Procedures

Students who are requesting to complete their field placement at their current place of employment must complete the Employment-Based Proposal (EBP). The student's ability to succeed in field education and become well-skilled in the social work competencies is the central focus in consideration of an employment-based proposal. The EBP must demonstrate that the educational and learning objectives of the field experience will be accomplished within the parameters of the Office of Field Education policies and requirements.

EBP Requirements

An employment agency may be used as a field placement site only when all of the following requirements are met:

- The Office of Field Education must approve the agency prior to the internship beginning. An employment-based internship is contingent upon the agency completing required documents. A site visit will be completed face to face or via telephone conference to assure the placement meets criteria. Before submitting a proposal, discussion must occur with a field faculty member or area coordinator. Click on the following link <https://csw.fsu.edu/academics/field-education-overview> for more information about becoming a field agency.
- The student's field placement must be in a different program or department than the program or department in which they were previously or currently employed.
- The employment date or date of internship position within the agency **must** be no more than **90 days from the first day of the semester** in which the student is registered to start the placement.
- The student's employment and field hours must be separate and clearly defined.
- The student's new field educator should have no previous or current supervisory relationship with the student.
- Prospective field educators must possess an MSW from an accredited school/college of social work and have at least two years post-masters work experience. Field Educators will be willing to attend our training or a field educators training in their local area if available. Field placement learning activities must differ from the student's previous or current employment responsibilities and must be specifically related to the student's designated course syllabus: BSW (SOW 4510), MSW Generalist (SOW 5532), MSW Final/Advanced Placement (SOW 5535) or MSW Elective Graduate Placement (SOW 5537)
- The learning activities must be congruent with the student's concentration or level (graduate or undergraduate) and based on the CSWE Core Competencies as well as the College's field education objectives
- The student must submit the Employment-Based Proposal at least 30 days prior to the semester beginning.

NOTE: 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.

PROPOSAL

In order to be considered for this special placement request, the student is responsible for completing and submitting this form to the Field Education Office at least *one month (30 days)* prior to the beginning of the placement. The Field Education Office will make the decision, which will be communicated, directly to the student as soon as possible. **Students should not assume that these placements will be automatically approved.**

Check all that apply:

- Undergraduate, SOW 4510
- Full-Time Internship
- Part-Time Internship
-
- First Year Graduate, SOW 5532
- Full-Time Internship
- Part-Time Internship
-
- Final/Advanced Placement, SOW 5535 (Social Leadership)
- Full-Time Internship
- Part-Time Internship
-
- Final Placement, SOW 5535 (Clinical)
- Full-Time Internship
- Part-Time Internship
-
- Elective Graduate Placement, SOW 5537
- Full-Time Internship
- Part-Time Internship

Student's Name: _____ Date: _____

Student Phone: _____ Student Email: _____

Agency Name: _____

Agency Address _____

Agency Phone: _____ Agency Fax: _____

MSW Field Educator Name: _____

Field Educator Phone: _____ Field Educator Email: _____

Task Supervisor Name (if assigned): _____

Task Supervisor Phone: _____ Task Supervisor Email: _____

Complete this section if the student is currently employed by the agency:

Current Position Title: _____

Start Date in Current Position: _____

Current Position Responsibilities and Tasks (*Attach a copy of the Job Description to this form*):

THIS SECTION IS TO BE COMPLETED BY THE STUDENT:

Internship Position Title: _____

Intern Position Start Date: _____

Proposed Start Date of Field Placement: _____

(Cannot be before the start date of the semester in which the student is registered in Field and must be at least 30 days after this form is submitted to the Field Office)

Number of hours employed per week: _____

Number of hours per week that will be worked in the internship: _____

Provide a schedule (below) of the hours you will earn during your internship separate from your employment.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

INTERNSHIP POSITION RESPONSIBILITIES AND TASKS

(Attach a copy of the proposed and current job description to this form):

Are there any learning objectives that cannot be met by the responsibilities of your Current internship experience? (Refer to the appropriate learning objectives for answering). If so, what are they and how do you plan to meet these in your internship?

Describe what efforts will be made to ensure how your Current Agency Placement is approached as a field placement (i.e., emphasizing your learning needs and meeting objectives of this level of internship).

Describe what you will do to acquaint your agency field educator (s) with your classroom learning so that it can be integrated with your practice experiences.

THIS SECTION TO BE COMPLETED BY THE MSW FIELD EDUCATOR:

Describe supervisory alternatives that will be used to convert the employment to a field placement by expanding the educational component and helping the student integrate classroom theory with practice; (e.g., additional one-on-one supervision, agreement that the student will work extra unpaid hours per week in order to add to the educational component, method used to help student integrate social work values and principles, methods of observing the student and giving feedback.)

List any special educational assignments that will be given to the student that are not normally required of employees (written assignments, readings, videos, field trips, analyses, process recordings, trainings, special projects, etc.)

Signature of MSW Field Educator: _____

Signature of Task Supervisor (if applicable) _____

Signature of student: _____ Date: _____

Student Address: _____

Student Telephone: (Day) _____ (Evening) _____

E-mail: _____

Please include the following:

- A copy of the job description for the agency position into which the student will complete their internship.
- A copy of the current job description.

THIS SECTION TO BE COMPLETED BY THE FIELD EDUCATION OFFICE

Proposal Approved: YES NO

Date _____

Date student/faculty notified: _____

Office of Field Education Director/Online Field Director