



Student Name: _____ Date _____

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 an 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's 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, which will be provided to the agency from the Field Office. A site visit will be completed either face-to-face, via Zoom conferencing, or via telephone conference to assure the placement meets criteria. Before submitting a proposal, a discussion must occur between the agency and 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.
- When possible, the student's field placement should be in a different program or department than the program or department in which the student is currently or was previously employed, but if this is not possible, the student's current department or program will be considered as an option. 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
- The student's field hours can be earned during their normally scheduled shift if the agency agrees to this arrangement.
- The student's field educator may be in a previous or current supervisory role with the student, but weekly supervision meetings for the internship should be clearly delineated from normal supervision time.
- 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 should be willing to attend an FSU field educators' training or a field educators' training in their local area if available.
- Field placement learning activities must be congruent to the student's concentration or level (graduate or undergraduate) and designated course syllabus: BSW (SOW 4510), MSW Generalist (SOW 5532), MSW Final/Advanced Placement (SOW 5535) or MSW Elective Graduate Placement (SOW 5537) and cover the nine CSWE core competencies outlined in the 2015 EPAS.
- The learning activities must also cover the FSU Educational Plan objectives. Students will submit educational plan in their seminar course.

- The student must submit the Employment-Based Proposal at least **30 days prior** to the semester beginning. All EBP's are submitted in the field application in InPlace. EBP's will be reviewed by field directors, students will be informed of approval via InPlace.

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 semester for 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 employment-based 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: _____

Student's Phone: _____ Student's FSU Email: _____

Agency Name: _____

Agency Address _____

Agency Phone: _____ Agency Fax: _____

MSW Field Educator's Name: _____

Field Educator's Phone: _____ Field Educator's Email: _____

Task Supervisor's Name (if assigned): _____

Task Supervisor's Phone: _____ Task Supervisor's Email: _____

THIS SECTION IS TO BE COMPLETED BY THE STUDENT:

Current Position Title: _____

Start Date in Current Position: _____

Current Position Responsibilities and Tasks (*Attach/upload a copy of the Job Description*):

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 weekly hours you will earn during your internship.

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 position? (Refer to the appropriate learning objectives for answering). <https://csw.fsu.edu/academics/field-education/student-resources-document-library>
 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 position 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, shadowing, analyses, process recordings, trainings, special projects, etc.).

Signature of MSW Field Educator: _____

Signature of Task Supervisor (if applicable): _____

Signature of Student: _____ Date: _____

Student's Phone: (Day) _____ (Evening) _____

Student's E-mail: _____