# Robert Stempel College of Public Health & Social Work School of Social Work

**BSSW Employment Setting Practicum Application**

* **The student must have completed 3 months of employment and/or not be on probation by the field application due date.**
* **FIU School of Social Work must be affiliated or become affiliated with any field practicum agency prior to student placement.**
* **The agency must have an MSW with at least 2 years post-graduate experience who agrees to the following requirements:**
  + **Complete the 2 day, 12-hour Field Instructors’ training offered by the School prior to or during the first semester of internship.**

**NOTE: Failure to attend the next training will result in termination of this employment setting internship and the student being moved to a new agency.**

* + **Provide weekly, face-to-face supervision for one-hour and task supervision daily**
* **Students may not apply for an internship where they have been an intern previously.**
* **All completed applications are reviewed on a case-by-case basis.**
* **A meeting will be scheduled with the student, the identified Field Instructor and the Assistant Field Coordinator once the application is submitted to determine if the employment setting meets the School’s requirements.**

### Student Name: Date Submitted:

\*Completed applications must be submitted by the field application due date.

**Semester for Practicum Placement** (check one)**:**

### \_ Summer (21.5 hours per week for each of the 12 weeks) Fall (16 hours per week for each of the 16 weeks) Spring (16 hours per week for each of the 16 weeks)

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**POLICY STATEMENT FOR THE EMPLOYMENT SETTING PRACTICUM**

Practicum agencies are selected based on their ability to provide learning opportunities that are consistent with the Council on Social Work Education’s (CSWE) nine (9) competencies at the generalist practice level. This includes practice with individuals, families, groups, communities, and organizations. Required internship tasks listed in the Learning Contract provide the structure and learning plan for students to demonstrate all nine (9) competencies. Learning Contracts are inclusive of required, competency and behavior-based tasks appropriate for the students’ generalist level of practice.

Before the student is placed in an agency, the Assistant Field Coordinator and the agency will discuss the types of learning experiences provided and the availability of a qualified MSW for field instruction. If an agency is not already legally affiliated with FIU’s School of Social Work, a formal affiliation agreement process will be initiated and must be finalized at least 2 months prior to the practicum start date.

The field education experience is designed to offer students new learning opportunities in new practice settings. However, it is possible for BSSW students to complete the practicum in their place of employment with approval from the Assistant Coordinator of Field Education. Approval is only granted when:

* The agency can provide at least 50% of a student’s required hours by assigning new learning experiences that are different than the student’s current job responsibilities.

→ A student would be able to count up to 50% of their employment/work hours towards field internship hours IF the student’s current job responsibilities meet the Learning Contract requirements.

→ This is to ensure the student gets access to new and required, social work learning experiences within their agency (see Learning Contract).

* The agency recognizes the student’s learning experience must be tied to the nine (9) competencies provided in the Learning Contract at the generalist practice level and affords them the opportunity to meet them in

their employment.

* The agency can provide an MSW with at least two years of post-graduate practice experience to serve as the student’s Field Instructor.
* The Field Instructor can provide one hour per week of individual and/or group supervision for the internship separate from other employment supervision/staff meetings.

Please note: internship Field Instructor can be the student’s current supervisor if they meet the above requirements.

### The following conditions must be met:

The Agency agrees to:

1. Provide the student with a Field Instructor who has two years of post-MSW graduate experience and can meet the same qualifications of the School of Social Work as other Field Instructors, including taking the required training offered by the School twice per year.
2. Provide the student with one, continuous hour a week of supervision with the Field Instructor that is separate from employment supervision time, focusing on the nine (9) competencies as outlined in the Learning Contract and supervision agenda.
3. Provide the student with generalist practice learning opportunities with individuals, families, groups, communities, and organizations that differ from their regular job responsibilities for at least 50% of the student’s internship hours.
4. Complete the Employment Setting Practicum Application using the Learning Contract provided with this application to review program requirements.
5. Be able to meet School of Social Work’s Learning Contract requirements for the student at the agency (see Learning Contract).
6. Continue with the student’s Learning Contract for the designated time and not alter this plan to meet the employer’s needs.
7. Meet with the Assistant Coordinator of Field Education and the student to review the Learning Contract and program requirements within one week of this application being submitted to the School.
8. Not use Field Instructor’s evaluations of the student, written class assignments prepared by the student and other material prepared for utilization in the educational plan of the student to evaluate the student’s performance as an employee of the Agency.

The School of Social Work agrees to:

1. Provide Faculty Liaison to the Agency/Student to support and monitor the educational arrangement through regular phone calls, Zoom meetings, emails, and site visits. Throughout the internship, the Field Liaison will assess how the student is engaging in the 20 behaviors to meet the nine competencies using the Learning Contract, ensure that the student assignments are generalist practice level, and confirm that supervision is consistently provided and separate from employment supervision.
2. Provide the student, Field Instructor, and agency with the same orienting, monitoring, support, engagement, and evaluation as those internships where the students are not employed by the agency.
3. Be available for consultation with the Agency Director, Field Instructors, and students to discuss various aspects of the field practicum.
4. Provide the Agency and Field Instructor with competencies and behaviors, curriculum, and policies of the School, including the website for the BSSW Field Education Manual <https://stempel.fiu.edu/_assets/docs/bssw-field-manual.pdf>
5. Develop and coordinate training for Field Instructors and ensure that the Field Instructors attend the biannual mandatory Field Instructors’ Training.

Termination from the Agency:

In the event a student’s employment is terminated at the placement, the BSSW Field Coordinator will assess the circumstances, meeting with the student and Field Instructor (if possible). If the student was terminated due to circumstances unrelated to student performance such as funding cuts, position elimination, or agency closure, the BSSW Field Coordinator will immediately identify a new placement and move the student to that internship as soon as possible. If the student’s employment termination was due to performance issues that relate to internship performance expectations (though they may only have occurred as part of employment), the BSSW Field Coordinator will consult with the Associate Director and determine if the student will be: (1) replaced at another agency; (2) assigned an “F” in practicum and, therefore, terminated from the major; or (3) assigned an “F” in the practicum but sent to a Student Review and Termination Committee to determine if the student can continue in the program. At no time does the employment supervisor, agency, or Field Instructor (if different from supervisor) make the determination of the assigned grade or continuation in the program.

# Florida International University School of Social Work

## Student’s Name:

Panther ID #

Address:

City/State/Zip:

Telephone: Work ( ) Cell: ( )

FIU Email:

Name of Employer:

Is the agency currently affiliated with FIU School of Social Work? Yes No

Department/Program.:

Date Hired: Are you are on probation? Yes No

Agency Address: Zip:

Telephone: ( )

Student’s Current Job Title:

Student’s Current Supervisor:

Current Supervisor’s Title: Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Required: List and describe the student’s job assignments related to social work generalist practice skills (see Learning Contract). Attach student’s current job description:**

**Proposed Field Practicum Plan**

Since the agency must ensure that 50% of the internship learning experience is different than the student’s current job responsibilities, please identify which assigned activities will occur during the student’s employment work hours and which assigned activities will occur during the additional internship hours required. \*This is to ensure the student gets access to new, generalist, social work learning experiences within their agency. Those 50% of learning hours can only count as internship hours when a student’s current job responsibilities meet the Learning Contract requirements.

Please check off all activities the student will be assigned that are *different from the student’s current job*.

\*Use the Learning Contract provided to ensure the student will meet all required learning tasks.

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| Please check off which **required** tasks would be assigned for work and/or internship | Work Task Assigned Counted as Internship | Internship Task Different from Work |
| Case management |  |  |
| Biopsychosocial assessment/intake |  |  |
| Observing or facilitating client group work |  |  |
| Family engagement |  |  |
| Community engagement |  |  |
| other: |  |  |

Please add any other responsibilities and assignments that will be assigned to the student during the field practicum and explain how these differ from the student’s responsibilities as employee.

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**Proposed Weekly Schedule:** (Must total minimum of 256 hours for the semester. Fall and spring semesters = 16 hours per week for 16 weeks, each semester.

Summer semester = 21.5 hours per week for 12 weeks.

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| **Current Work Schedule (i.e. 9am – 5pm)** | | **Proposed Internship Schedule That Includes the Additional Hours Required (i.e. 9am – 5pm)** | |
| Monday |  | Monday |  |
| Tuesday |  | Tuesday |  |
| Wednesday |  | Wednesday |  |
| Thursday |  | Thursday |  |
| Friday |  | Friday |  |
| Saturday |  | Saturday |  |
| Sunday |  | Sunday |  |

**Proposed MSW Field Instructor**: (print name)

## Job Title at Agency:

(check one) Employee:

Contractor:

Phone: Email:

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Degree:

School:

Graduation Date:

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Student’s Signature: Date: Student’s Employment Supervisor Signature: Date: (if different from Field Instructor)

## Field Instructor’s Signature: Date:

Agency Administrator’s Signature: Date:

**FIELD INSTRUCTOR MUST PROVIDE CURRENT RESUME ALONG WITH THIS APPLICATION**

Field Instructors are required to have attended FIU School of Social Work’s 12-hour Field Instructors’ Training within the last two years in order to supervise students.

I agree to provide one, continuous hour per week of supervision for every week of the internship.

\_ I agree to attend the next FIU School of Social Work’s 12-hour Field Instructors’ Training

\_ I understand that if I do not attend the next scheduled Field Instructors’ Training, this employment setting internship will be terminated, and the student will be moved to another agency.

Proposed Field Instructor:

Signature Date

APPROVED by Assistant Coordinator of Field Education:

Signature Date

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2024 SOW 4511L and 4512L EMPLOYMENT SETTING PRACTICUM APPLICATION