Guidelines for Worksite Placement Setting

Please read and share with your agency prior to completing Worksite Proposal.

I. MISSION OF FIELD EDUCATION PROGRAM

Field Education is an integral part of the Graduate School of Social Work and Social Research’s Master of Social Service (MSS). The Field Education component of the curriculum provides students with both observational learning and practical “hands-on” social work experience in preparation for professional social work practice.

Field Education prepares students for advanced practice through the mastery of the core competencies augmented by knowledge and practice behaviors specific to a concentration. (2008 EPAS, EP 2.0) This competency-based approach is based on the measurement of specific practice behaviors. Students will be able to demonstrate the integration and application of competencies in their field practice.

The mission of GSSWSR’s Field Education is also to advance and apply knowledge to the enhancement of individual, societal and global well-being and to promote social and economic justice through its practice, service, and research and scholarly activities. The School provides a learning environment that is supportive and intellectually rigorous, encouraging critical thinking and the expression of social work values through classes, field-based training, research, and active civic engagement in collaboration with the College as a whole. The Graduate School of Social Work and Social Research at Bryn Mawr College recognizes that some students may already be employed in a setting which would meet the criteria for a field placement. In such cases, the School may approve a Worksite Field Placement that meets certain criteria established by CSWE’s Accreditation Standard 2.1.6. Accordingly, there must be a clear differentiation between the student’s current job responsibilities and the proposed educational work to be completed as their field placement. While the designated field placement may occur within the regular 40 hour week, tasks must be different from work assigned to the student in their employee role. The hours used for field placement must be supervised by a Field Instructor who is different from the student’s supervisor for employment. Students are encouraged to have a non-worksite placement for one of the two years if at all possible.

II. PROCESS FOR REQUESTING A WORKSITE FIELD PLACEMENT

The option of proposing a Worksite Field Placement is available for students who are currently employed in a human service capacity in an agency that meets the criteria for approved placement setting and who have been employed in that agency for no less than 6 months at the time of such proposal. These criteria would include, but not be limited to: adequate resources to support a student field placement, and the availability of learning opportunities to match graduate-level field learning objectives. There is a difference in emphasis between the goals of educational development and those of a job description. The focus of the field placement must be on the student’s learning. In order to be approved, the Worksite Field Placement must meet all School requirements and learning objectives and cannot duplicate current job tasks and responsibilities. In accordance with CSWE policy, field credit cannot be given for any past work experience.

Current students submit a completed Worksite Field Placement Proposal in the beginning of the spring semester which is signed by their current supervisor and proposed Field Instructor, as well as the student. Incoming students may submit a proposal shortly after they have enrolled and met with the Field Education office. Worksite placements must be approved by the Director or Assistant Director of Field Education prior to the student beginning placement in the fall. The Worksite Field Placement Proposal form is located in the appendix of the Field Education Manual and on the GSSWSR website.

III. STUDENT GUIDELINES
1. Students must be employed by the agency (or affiliate) for a minimum of six months prior to proposing a worksite field placement at the agency.
2. The student must discuss with the Director or Assistant Director of Field Education their intent to request an employment-based placement.
3. Student’s employment performance evaluations must be at a satisfactory level.
4. Student must have passed the agency/organization’s probationary period for new employees.
5. Students must have an entirely different program/department than where they are employed. This new setting must meet CSWE and GSSWSR’s criteria for an approved worksite field experience.
6. The student must have a qualified Field Instructor who is not the student’s current direct supervisor. A qualified Field Instructor meets all of the standards for Field Instructors outlined previously in this manual.
7. Students may not use previous employment hours for field placement hours.
8. Students, in collaboration with the agency must identify separate assignments, client systems and/or projects for their field placement experience outside of their current employment assignments.
9. Students, in conjunction with their prospective Field Instructor and/or other agency personnel must complete a Worksite Proposal (available on the GSSWSR website).
10. The student must obtain signatures documenting approval of all relevant agency personnel, including the agency director/or designee, the student’s current immediate employment supervisor/or designee, and the proposed Field Instructor. The resume (or CV) of the proposed Field Instructor must be submitted along with the form. All approved proposals are signed by either the Director or Assistant Director of Field Education.
11. A member of the field office may make a visit to the agency to review the placement plans, in relation to the School’s field learning objectives, with the agency administrator and/or Field Instructor.
12. The student is advised that if the field internship in an employing agency is found to be unacceptable, the student must coordinate with the Director or Assistant Director of Field Education to find another placement.
13. It is the responsibility of the Field Liaison to determine throughout the placement period that the placement is consistent with the educational objectives of the School and the proposal made by the student. Deviations from this employment-based placement plan or termination from employment may result in the student’s placement being terminated.

IV. AGENCY GUIDELINES

The agency of employment can be used as a placement setting when the following conditions are met:

1. When the agency has available either different units or distinctly different learning opportunities that will provide the student professional learning experience different from their routine job duties. Thus, students will be taken out of their current job description activities for the number of required hours per week that constitute the field placement to ensure that specific Masters-level core competencies and practice behaviors can be achieved.
2. The placement must be fundamentally different from the student’s past and current job responsibilities and must be capable of expanding the student’s current professional knowledge and skill base.
3. When the agency has a qualified supervisor (described in Section V, below) available who can serve as the Field Instructor and who is a different person from the student’s job supervisor. This is to ensure, in part, that the Field Instructor is free to focus on educational aspects of the placement rather than workload issues. The agency and the Field Instructor are expected to provide professional Social Work supervision.
4. When the agency and the School can agree that the assignments given to a worksite placement student are consistent with the educational objectives of the School, and that the assignments (client caseload, administrative duties, etc.) are designed and planned to enhance the student’s professional development. This may mean lighter caseloads, planned and varied assignments for educational purposes, and additional hours above the normal workweek to achieve placement requirements.
5. Assure that the department, section or program area is able to meet the educational needs of the student.
6. Provide an onsite Field Instructor (MSS/MSW professional) to supervise the student.
7. Be willing to help the student identify days and hours allotted for field placement and employment assignments must be specified in the written agreement between the Agency, School, and Student.
   - First year students complete 15 hours per week of field education for 15 weeks per semester, totaling 225 hours per semester.
   - Second year students complete 22.5 hours per week of field education for 15 weeks per semester, totaling 337.5 hours per semester.

8. Be willing to sign off on educational plan which is specified in a written agreement between the Agency, School, and Student: The Worksite Placement Proposal.

V. FIELD INSTRUCTOR GUIDELINES

1. The Field Instructor must meet the criteria set by GSSWSR for all Field Education Supervisors:
   - A Master's degree from an accredited school of social work*
   - A minimum of two years post-Master's experience in the area of practice in which she or he will be supervising students.
   - For first time Field Instructors, a course on supervision ("Seminar in Field Instruction - SIFI") is provided by the School and all new Field Instructors are expected to attend.

2. Field Instructor must be able to provide 1 hour of individual supervision to students every week.

3. Field Instructor evaluates student as learner, not as employee.

4. If the Field Instructor has not supervised students before they agree to attend a training seminar (SIFI) held for beginning Field Instructors at GSSWSR or another area graduate school of social work.

5. Field Instructor agrees to meet at least once, on-site with designated Field Liaison from the school and their student to discuss learning objectives.

*NB- Non-MSW Field Instructors may be approved but the student must also participate in weekly group supervision sessions held at the School to provide the professional social work perspective.

VI. GSSWSR GUIDELINES FOR MONITORING WORKSITE PLACEMENTS

1. Student completes Worksite Proposal Form w/required signatures and submits to Field Education Staff for approval.

2. The School will provide the agency with access to the Field Education Manual and other pertinent information.

3. The Director or Assistant Director of Field Education will evaluate the proposed worksite placement for:
   - credentials of identified Field Instructor (different from work supervisor), degree and experience for supervision and learning opportunities to demonstrate program competencies, separate from employee's job function.

4. The School will hold a Seminar in Field Instruction (SIFI) series for first-time Field Instructors to support their learning to supervise social work students.

5. The assigned Field Liaison will carefully monitor the Worksite Field Placement to ensure that field activities and supervision are proceeding according to the plan. The Field Liaison will communicate with the students, Field Instructors, and agency contact person at least three times during the academic year; one of these contacts will be an agency visit.

6. The Field Liaison will complete site visit forms, collect students learning agreements, time sheets/monthly reports, process recordings or journals and final evaluations of students.

VII. DIRECTIONS FOR STUDENTS APPLYING FOR WORKSITE FIELD PLACEMENTS: - Students must:

1. Attend an informational meeting either in their Foundation Practice Class or at special times during the fall semester to discuss the field placement process.

2. Complete & submit a Pre-Placement Questionnaire (available on the GSSWSR website) and email it along with an updated resume to the Field Office prior to their interview.

3. Download and complete Worksite Proposal Form from the GSSWSR website by March 30. Proposals must be signed by agency representatives who can approve the field placement, by the proposed Field Instructor and by the student. Proposals submitted beyond the due date may not be approved.

4. The proposed Field Instructors must complete the Proposed Field Instructor's information section of the form and attach their resume or CV to the student's submission of Worksite proposal form.
5. It is the student’s responsibility to ensure that the form is signed by the appropriate individual(s), in the space provided for both “Current Supervisor” and “Agency Director” (or their respective designees).

6. Submit proposal via email to field@brynmawr.edu
   Students: Please do not submit these guidelines along with your proposal (which follows).
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Field Education

Worksite Placement Form – 2016-17

For continuing students, the Worksite Form must be complete and returned to Field Office by April 1, 2016

Student’s Name: ____________________________ Email: ____________________________
Student’s ID: ____________________________ Track: ____________________________
Telephone: ____________________________ Tel. Other: ____________________________

STATUS:     ☐ Full-Time     ☐ Part-Time     ☐ First Yr Field     ☐ 2nd year Field     ☐ Advanced Standing

CONCENTRATION:     ☐ Clinical Practice     ☐ Community Practice, Policy & Advocacy

PLEASE NOTE: Completion and submission of this proposal does not indicate that the field placement is official. ALL PROPOSALS ARE SUBJECT TO REVIEW AND APPROVAL by the Bryn Mawr Field Education Department. Students and Field Instructors will receive written notification upon approval.

Student Employment Information (please attach current resume)

Agency Name: ____________________________
Dept. Unit: ____________________________
Address: ____________________________

Director or CEO ____________________________
Current Supvr: ____________________________
Supervisor Tel: ____________________________ Email ____________________________

How long have you worked at the agency? ____________________________

Have you Passed your probationary period? ☐ Yes ☐ No

Number of hours you work per week? ____________________________

Agency mission and description of agency functions:


Briefly describe your current job duties/tasks population served & modalities of practice used:

For students entering their 2\textsuperscript{nd} year of field placement, briefly describe your first year placement, include department, population served and practice modalities (i.e. Individual, group, family, community, etc.)

PROPOSED FIELD INSTRUCTOR: Field Instructor’s must attach their cv/resume to this proposal.

Department: __________________________________________________________

Address: ___________________________________________________________

Main Tel: ______________________________________________________________

Agency Website: _______________________________________________________

Field Instructor: _______________________________________________________

Title: _________________________________________________________________

F.I. Degree(s) earned: __________________________________________________

Telephone: ___________________________________________________________

Email Address: _________________________________________________________

Year MSW/MSS was conferred? __________________________ Specify if other discipline: ________________________________________________

Has the Field Instructor supervised social work students before? [ ] Yes [ ] No

Has the field instructor attended field instructor training classes? [ ] Yes [ ] No

If yes, where? __________________________ And when? ______________________ (please attach certificate)

Describe your proposed field placement.

Days in Field: Indicate hours in field in the blank spaces provided next to each day in the field.

I understand and agree that my field placement hours must be outside of my regular work schedule. [ ] Yes [ ] No

I understand and agree that my field placement must be in a different department than my current job. [ ] Yes [ ] No

I understand and agree that my field instructor must be different than my employment supervisor. [ ] Yes [ ] No
Describe your proposed field placement. Please be as specific as possible. Include schedule days/hours dedicated to field placement, percentage of direct practice work, projects and tasks. First year students are required to complete 15 hours (2 days) of field work per week; second year students 22.5 hours (3 days) per week. This includes time for direct practice, concrete services or collateral contacts, required documentation, team/staff meetings and one hour of required weekly supervision. Attach additional pages if necessary. If there is any overlap with your current job, please specify and indicate time allotted for each task.

Describe the differences between the population you serve in your job and the clients you will work with in field. If the population is similar – describe how modalities or interventions used will differ from your job (i.e. where are the learning opportunities?)

Describe the new skills you hope to learn in your placement experience: (ex. group facilitation, assessment of indiv.)
Are there other learning/training opportunities available (not included above) i.e. work with individuals, groups, communities, training, seminars, etc. at your agency? Indicate if these overlap with current job duties.

Please explain how you plan to keep the your job and field placement separate (please indicate if there is a different location/office, etc for your field placement). Also, explain any overlap (and amount of time) such as staff meetings, case conferences, etc. required for both your job and placement.
Please sign below. Signing this proposal indicates review and agreement by all parties.

Return completed form to: Field Education office at GSSWSR, 300 Airdale Road, Bryn Mawr, PA 19010-1646 or via email to: field@brynmawr.edu.

Student

Date

Current Supervisor or Designee / Degree / License

Date

Proposed Field Instructor / Degree / License

Date

Agency Director or CEO or Designee

Date

For Office Use Only:

Date Received: ______________ Date Approved: ______________ Revision Needed: ☐

Administrator Signature: __________________________ Date __________________________