Field Education

Worksite Placement Proposal

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 (CSWE EPAS 2.2). 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.

II. 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 EPAS 2.2.11. *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 days (equivalent of two 8-hour days/week in the foundation/first year; and the equivalent of three 8-hour days/week in the advanced/second year) 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.

III. 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 will have been employed in that agency for no less than 3 months at the time that the field placement will begin. 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, agency signatory, and proposed Field Instructor, as well as by the student. Incoming students may submit a proposal shortly after they have enrolled and have 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 attached to this document.

III. STUDENT GUIDELINES

1. Student must be employed by the agency (or affiliate) for a minimum of three months prior to beginning a worksite field placement at the agency.
2. 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. Student must be able to have a field placement working with a different population, or different service/ program/department than where they are currently employed. The assignment serving as the field placement must meet CSWE and GSSWSR's criteria for an approved worksite field experience.
6. Student must have a qualified Field Instructor who is not the student's current direct supervisor for their regular employment. A qualified Field Instructor meets all of the standards for Field Instructors outlined in Section V, below.
7. Student may not use previous employment hours for field placement hours.
8. Student, 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. Student, in conjunction with their prospective Field Instructor and/or other agency personnel, must complete a Worksite Proposal (attached).
10. Student must obtain signatures documenting approval of all relevant agency personnel, including the agency signatory/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.
    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. 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. It is the responsibility of the assigned 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

1. The agency of employment can be used as a placement setting under the following conditions:
    Agency must have available either different units or distinctly different learning opportunities that will provide the student professional learning experience different from their routine job duties for the requisite required time in field per week (the equivalent of two 8-hour days/week in the first year, or equivalent of three 8-hour days/week of field education in the second year) 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. The agency must have 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 regular employment supervisor. This is to ensure, in part, that the Field Instructor is free to focus on educational aspects of the placement rather than on workload issues. The agency and the Field Instructor are expected to provide professional social work supervision.
4. The agency and the School must agree that the assignments provided 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/or the possibility of additional hours above the normal workweek to achieve placement requirements.

5. The agency must assure that the department, section or program area is able to meet the educational needs of the student.
6. The agency must provide an on-site Field Instructor (MSS/MSW professional with at least 2 years post-masters professional experience) to supervise the student. The agency must be willing to help the student identify days and hours allotted for field placement and employment assignments must be specified in the Worksite Placement Proposal.
7. First year students complete the equivalent of 2 full (8-hour) agency days/week of field education, fall and spring semester.
8. Second year students complete the equivalent of 3 full (8-hour) agency days/week of field education, fall and spring semester.
9. The agency must be willing to sign off on the educational plan which is specified in a written agreement between the Agency, School, and Student(i.e., 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, attendance in a course on supervision ("Seminar in Field Instruction - SIFI") as provided by GSSWSR or by another graduate school/program of social work agreed upon by GSSWSR.
2. Field Instructor must be able to provide 1 hour of individual in-person supervision to students every week.
3. Field Instructor must evaluate student as learner, not as employee.
4. Field Instructor must meet at least once/semester, on-site, with designated Field Liaison from the school and their student to discuss learning objectives.

* Non-MSW/MSS Field Instructors may be approved for advanced year students only; in such cases the student must also participate in weekly seminar sessions held at the School to provide the professional social work perspective.

VI. GSSWSR GUIDELINES FOR MONITORING WORKSITE PLACEMENTS

1. Student must complete the Worksite Proposal Form with required signatures and submit to Field Education Staff for approval.
2. The School must provide the agency with access to the Field Education Manual and other pertinent information.
3. The Director or Assistant Director of Field Education must evaluate the proposed worksite placement for: credentials of identified Field Instructor (different from work supervisor), degree and experience in supervision, and learning assignments providing an opportunity for student achievement in program competencies, separate from student'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 and review student's learning agreements, process recordings, and final evaluations.

VII. DIRECTIONS FOR STUDENTS APPLYING FOR WORKSITE FIELD PLACEMENTS:

1. For incoming full-time students: Student must meet with the Field Education office at the time of enrollment. For continuing and part-time students: Student must attend an informational meeting either in the Foundation Practice Class or at designated times during the spring semester to discuss the field placement process.
2. Student must complete & submit a Pre-Placement Questionnaire in Sonia by January 15th, or, for incoming students, prior to the individual field interview.
3. For continuing students and part-time students: Student must complete a Worksite Proposal Form no later than March 30. For incoming students: Student must complete a Worksite Proposal Form as soon as possible following the individual field interview. Proposals must be signed by: an agency signatory/designee who can approve the field placement, the current employment supervisor, the proposed Field Instructor and the student. Proposals submitted beyond the due date may not be approved.
4. The proposed Field Instructor must complete the Proposed Field Instructor's information section of the form, sign in the designated area, and attach their resume or CV to the student's submission of Worksite Proposal form. Proposals lacking the designated Field Instructor's resume will not be approved.
5. Student must ensure that the form is signed by the appropriate individual(s), in the space provided for both "Current Supervisor" and "Agency Signatory" (or their respective designees), and proposed Field Instructor.
6. Student must submit proposal via email to field@brynmawr.edu

   Students: Please do not submit these guidelines along with your proposal (which follows).

Field Education

Worksite Placement Proposal

For continuing students, the Worksite Form must be <u>complete</u> and returned to Field Office by <u>April 1st.</u>

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 <u>current</u> job duties/tasks population served & modalities of practice used:

For students entering <u>their 2nd year of field placement</u>, 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 (e.g. 9-5 pm)** in field in the blank spaces provided next to each day in the field.*

_____ Mon _____ Tues _____ Wed _____ Thu _____ Fri _____ Sat _____ Sun

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, or a different assignment, and/or consist of work with a different population/program from 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 **16 hours** (2 days) **of field work per week**; **second year students 24 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 <u>how you plan to keep the your job and field placement separate</u> (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 send the completed Worksite Placement Proposal electronically to all parties listed below. Please print this page and obtain signatures in the designated spaces below. Signing this proposal indicates review and agreement by all parties to the terms of the Worksite Placement Proposal and the School Agency Field Placement Agreement which has been separately signed by agency, the terms of which are attached hereto and incorporated herewith. Return entire completed form, with signatures to: Field Education Office at GSSWSR, 300 Airdale Road, Bryn Mawr, PA 19010-1646 or via email to: field@brynmawr.edu

Student	Date
Current Employment Supervisor or Designee	Date
Proposed Field Instructor / Degree / License	Date
Agency Signatory (if different from one of the above parties)	Date

For Office Use Only:

Date Received: _____ Date Approved: _____ Revision Needed: ☐

Administrator Signature: _____ Date: _____

Field Placement Agreement

The Bryn Mawr College Graduate School of Social Work and Social Research ("GSSWSR" or "School") has initiated this agreement between the School and Agencies serving as field education practice sites in order to clarify their work together and ensure the high quality and integrity of the educational experience of the students. This agreement takes effect when a signed contract is received and signed by both the School and Agency. The time expectations for student field placements are listed below, and dates of placement will be set forth in the Field Education Calendar which will be provided to Agency at the time of the confirmation of each placement. Those dates and time expectations will govern each placement unless otherwise mutually agreed upon in writing, in advance, by both School and Agency.

Time Expectations:

Foundation/First Year students are in the field the equivalent of 2 full agency work (or 8-hour) days per week per semester for the fall and spring semesters.
Advanced Clinical or Community Practice Policy and Advocacy (CPPA) Concentration/Second Year students are in the field the equivalent of 3 full agency work (or 8-hour) days per week per semester for the fall and spring semesters.
Part-time students who undertake the equivalent of 2 full agency work (or 8-hour) days per week field placement in both the Foundation/first year and Advanced/second year are in field from September through mid-June in the first year and from August through late April or early May in the second year.

Specific days of the week in the field can be arranged between the student and Field Instructor. Days and times are determined by agency and student needs.

School and Agency Agree:

- to make no distinction among students covered by this agreement on the basis of race, color, religion, gender, national or ethnic origin, sexual orientation, age, or physical ability;
- to establish the educational objectives listed on the learning agreement for the Field Education experience, devise methods for their implementation, and regularly evaluate the effectiveness of the experience;
- to inform one another in a timely manner of any changes in academic curriculum or academic status of a student, availability of learning opportunities, and staffing or supervision affecting the academic preparation or practice experience of students;
- to notify one another in a timely manner of the requested withdrawal of a student from an assignment and to process this request together to reach mutually agreed upon terms;
- to implement coordinated planning and evaluation of the field placement through regular communication between the agency and School;
- to be responsible for its own acts or omissions and hold the other party harmless for the consequences of its own acts or omissions in all actions for injuries, losses, and damage to persons and property arising out of the project which is the subject of this agreement.

School Agrees:

- to select students to be placed at the agency after careful discussion with both the student and the agency, and consideration of the student's ability, practice concentration, goals, interests, and previous experience;

- to assign only those students who have satisfactorily completed or are currently undertaking the required course of study to prepare them for field placement;
- to notify each student placed within the agency that he/she shall not be considered an employee of the agency for purposes of financial or fringe benefits;
- to maintain full responsibility for conducting any student disciplinary proceedings in accordance with its own rules and regulations;
- to assign a member of its faculty or professional staff to serve as liaison to the agency and make at least one site visit and at least one conference call with the student and field instructor to review progress and address any concerns;
- to assume responsibility for assigning a final grade for each student at the end of each semester in consultation with the field instructor and through a careful consideration of the field instructor's written evaluation of the student;
- to maintain all educational records and reports relating to the participation of individual students in field agencies;
- to maintain professional liability insurance for each student, liaison, and practice instructor in the amount of $1,000,000 for each claim and $2,000,000 aggregate, with umbrella liability insurance in excess of $4,000,000;
- to provide field instructors with field manuals and other appropriate forms as well as an academic calendar;
- to provide the agency with student profiles and to provide the agency and students with questions on which to focus during the placement interview;
- to provide seminars for new field instructors as well as educational opportunities for experienced field instructors;
- to advise students of their responsibility to familiarize themselves with existing rules and regulations of the agency including a respect for the confidentiality of agency clients and client records;
- to communicate with the agency immediately (or within a one day window) any safety, ethical, legal, or clinical concerns regarding the field experience.

Agency Agrees:

- to provide a field placement for a student(s) for the entire academic year barring unforeseen circumstances;
- to designate a field instructor mutually agreeable to School and agency with at least two years post-master's professional experience;
- to provide the field instructor with time to plan, implement, and supervise the field placement experience;
- to provide each student with a minimum of one hour of individual (and/or alternating weeks of individual/group) face-to-face supervision each week;
- to monitor student field attendance and learning activities while in field and complete required documentations (learning agreement and student evaluations)
- to familiarize students with existing policies and procedures of the agency including, but not limited to, those relating to confidentiality and safety;
- to allow students to use case material within the bounds of confidentiality to complete course assignments;
- to make its facilities available to students, including sufficient desk space and access to office supplies necessary for performance of student's responsibilities;
- to have a written understanding in regard to reimbursement and insurance with students who are expected to use their own or agency automobiles in performing practicum assignments, as School's insurance policies do not cover students driving when traveling to/from or for a field placement;

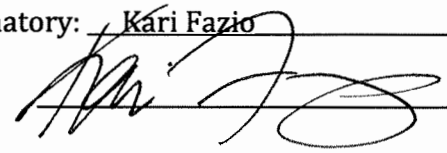
- to provide for all student travel approved by the supervisor and occurring on behalf of the agency or its clients by reimbursing students for use of their private cars at the mileage rate provided to agency employees, or reimbursing students for costs incurred for public transportation;
- to provide the field instructor with time to attend the Field Instructors Orientation Meeting in the fall at the School and the Field Instruction Seminars when appropriate;
- to provide the School with a written description of the field placement experience;
- to make available to assigned students learning experiences in line with the agency mission and written description;
- to submit a written evaluation of the performance of each student at the end of each semester by the dates specified on the Academic Calendar unless otherwise agreed upon by both parties, using the evaluative guidelines provided in the Field Instruction Manual by the School;
- to include in the spring evaluation a discussion of student learning opportunities and expectations for the following year, as appropriate.
- to notify the School immediately of any situation or problem which may threaten a student's satisfactory completion of the assignment;
- to provide written notice of any incident or claim involving any of the students placed at the agency;
- to apprise the School in a timely way of any unforeseen complications which may affect the student's practicum experience;
- To communicate with the school any potential safety, ethical, legal, or clinical violations or behavior (within a 24 hour period) with the students field education experience.

Term of this Agreement:
This Agreement will become effective upon full execution of the parties and will continue in effect until terminated by either party. Either party may terminate this Agreement, for any reason or for no reason, upon thirty (30) days advance written notice. Upon notice of termination, the Agency shall make all reasonable efforts to allow a student whose field placement is currently underway to complete any required field hours.

Additional Agreements:

- This agreement constitutes the entire agreement between the parties and all other written agreements or understandings are hereby merged into this agreement.
- No amendment or modification to this agreement shall be effective unless the same is in writing and signed by both parties; minor adjustments may be agreed upon by letter, but shall only be binding if signed by the recipient.
- This agreement shall be construed in accordance with the laws of the Commonwealth of Pennsylvania.

School Signatory: Kari Fazio Title: Chief Financial Officer

Signature:  Date: 5/8/2019

Agency Name: _____

Agency Contact: _____ Title: _____

Agency Contact Signature: _____ Date: _____