

Field Instruction with Current or Former Employer

It is the expectation of the School of Social Work that students complete field practicum in new settings. However, in special circumstances, an option to have an employment-based field practicum may be available. The practicum must be educationally focused, and must meet the educational objectives of the MSW curriculum. The intended goal of an employment-based practicum is to allow the student to continue employment while completing an educationally appropriate field practicum supervised by a MSW practitioner.

Process to complete employment based proposal

If a student plans to submit an employment based proposal to the field committee for review, the student must complete and attach the cover sheet to their field application. The *Cover Form for Field Application*, is available on the website, <http://www.radford.edu/content/wchs/home/social-work/academic-programs/field-program.html>

The student must contact his/her advisor to initiate the process and to review required paperwork. At this meeting, the student will be given information as to the specific paperwork that is required, such as the proposal checklist. Prior to submitting the proposal, the proposal must be reviewed by their advisor. Once the advisor determines the proposal is complete and ready to be submitted, the advisor signs the proposal checklist.

Exclusions from Employment-Based Placement include:

- Agencies that are very small or are highly-specialized private practice settings;
- Agencies owned and/or operated by student's relatives (marriage or birth);
- Students who are in a position of authority (CEO, Director, Owner, Co-owner, etc.) or are self-employed;
- Agencies that have existed for less than 1 year and/or have not yet developed or implemented formal operating policies and procedures; and
- Agencies under investigation or that have been sanctioned for fraudulent or unethical activities.

Expectations of Agency:

- A. The agency must offer sufficiently diverse educational experiences that will enhance the student's knowledge base and degree of expertise.
- B. Documentation that the student is not a probationary employee (or that probation has been waived by the agency) or is an employee in good standing.
- C. The agency administrator must agree that the student complete their required field practicum hours and have time to attend classes and field seminars. It is expected that the student discusses and negotiates the required time with their employer.
- D. Radford University School of Social Work requires all students to purchase individual liability insurance coverage in the amount of 1 million/3million. If the employment based

practicum is approved the student must submit proof of student liability insurance distinct from their agency coverage.

- E. The agency must be affiliated formally with the School of Social Work and agree to provide the student with a Radford University approved agency Field Instructor. The Field Instructor for a foundation year graduate student is to hold a MSW degree from an accredited institution and two years of post-MSW practice experience. A Field instructor for a concentration year graduate student is to hold a MSW degree from an accredited institution and three years of post-MSW direct practice clinical experience or be a Licensed Clinical Social Worker. The assigned Field Instructor is expected to attend all orientation and scheduled field academy seminars.
- F. The proposed Field Instructor is not the student's job supervisor and meets the above stated requirements for MSW students or a BSW degree plus two years' experience for BSW students. If an approved Field Instructor is not available, in consultation with the Field Coordinator the agency will designate an onsite Task Supervisor and appoint an external Field Instructor to conduct the weekly educational supervision.
- G. Field assignments in the agency must have an educational focus, must differ significantly from the student's current or past job assignments, and must be in a different (i.e. separate) program area.

Expectation of Students:

Process:

(Students must submit written documentation that explicitly addresses the agency expectations)

1. Student must meet with their advisor to discuss the proposal and submit a completed proposal packet to the field office (**Semester before field begins**). Cover form must be accompanied with field application, <http://www.radford.edu/content/wchs/home/social-work/academic-programs/field-program.html>

BSW (SOWK 489) spring placement	First Friday in October
BSW (SOWK 489) summer placement	First Friday in February

MSW Foundation (SOWK 641) fall placement	First Friday in March
MSW Foundation (SOWK 641) spring placement	First Friday in October
MSW (Foundation SOWK 641) summer placement	First Friday in February

MSW Concentration (SOWK 791) fall placement	First Friday in March
MSW Concentration (SOWK 791) spring placement	First Friday in October

Newly admitted MSW students must submit the proposal within 30 days of submitting their intent to enroll form. It is the student's responsibility to forward the proposal to the Field Coordinator. Due to the amount of mail received during the admissions process, it is advised

that all students submitting employment based proposal contact the Field Coordinator to ensure proper receipt of the proposal.

2. Proposal should contain:
 - a. Justification and description of the proposed placement with the learning objectives. Students must provide a description of the proposed field placement responsibilities and how they demonstrate the achievement of the learning objectives.
 - b. Provide a current job description and the name of the current supervisor.
 - c. Provide field placement job description and the name of approved Field Instructor
 - d. List the difference between the current job and the proposed placement. Students who are using a new job must provide documentation of start date. (A new job is defined as new employment within three months of beginning practicum.)
 - e. Letter of approval from an agency executive responsible for human resource decisions. Should contain the following:
 - i. Agency executive in charge of human resource decisions and the
 - ii. Current supervisor must provide the field office with written documentation approving the employment based field placement.

3. Field Committee will review the proposal and provide the student with a written decision within 30 days.

The process to coordinate and approve an employment-based practicum is lengthy. Please allow time to complete the forms and submit them to the Field Coordinator in a timely manner.