



Office of Field Education Employment-Based Field Placement Option Proposal Policy, Requirements & Procedures

Students who are requesting to complete their field placement at their current place of employment must complete the Employment-Based Field Placement (EBP) Application. The student's ability to succeed in field education and become well-skilled in the social work competencies is the central focus in the consideration of an employment-based field placement proposal. The EBP Application must demonstrate that the educational and learning objectives of the field experience will be accomplished within the parameters of the Office of Field Education 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 agency must be approved by the Office of Field Education. If the agency is not currently affiliated with the field education program, all agency development paperwork and a site visit must be completed prior to the start of field placement. Click [here](#) for more information about becoming a field agency.
- The student's field placement must be in a different program or department than the program or department in which they are employed.
- Field placement learning activities must differ from the student's current employment responsibilities and **must exceed present job skills and knowledge**. Field placement learning activities must be specifically related to the student's designated course syllabus: BSSW (SWK 4189), MSWI (SWK 6189), or MSWII/ASAP (SWK 7189).
- The student's field instructor and employment supervisor must be different people.
- The student's employment and field hours must be separate and clearly defined.
- The student must have been employed by the agency for a minimum of 90 days prior to submitting the application.
- Release time for coursework and field placement must be assured.
- The student must intern in increments of at least 4 hours.
- It is up to the agency to determine any compensation the student receives while in placement.

Completing the EBP Application

1. The student must contact the field placement coordinator to request an Employment-Based Field Placement Application.
2. Once the application is assigned to the student in the Field Database, the completed application must be submitted with the Field Practicum Questionnaire.
3. The student must upload the Employer Letter of Approval as well as the student's Job Description to the application. A template for the Employer Letter of Approval can be found in the EBP Application.
4. The student must sign the application.

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5. The field placement coordinator and the director of field education will evaluate each request/application individually.
6. Once the application is reviewed and additional materials are received, the student will be notified regarding the acceptance of the proposal.
 - If the application is approved, the student may coordinate their field placement days and hours with their field instructor.
 - If the application is not approved, the field placement coordinator and/or director of field education will indicate reasons for denial on the application.

Additional Information

Please be aware that field credit will not be granted for previous professional work experience (Council on Social Work Education policy). There will also be no retroactive approvals for employment-based field placements and no field hours will be credited before the application is approved.

The college does not recommend an undergraduate employment-based field placement; however, we recognize that there are some agencies that may afford the student a very different and educationally sound second year experience. The college will evaluate each proposal on its individual merits as related to the expectations of the college and the Council on Social Work Education.