



Office of Field Education

Employment-Based Field Placement Option

Proposal Policy, Requirements & Procedures

Students requesting to complete their field placement at their current place of employment must complete the Employment-Based Field Placement (EBP) Application. The purpose of this policy and application process is to maintain the educational integrity of the practicum experience. The EBP Application must demonstrate that the student's educational and learning objectives can be accomplished within the parameters of the Office of Field Education policies and requirements.

EBP Requirements & Recommendations

Students may use employment agencies as practicum sites if they can provide learning opportunities in accordance with the [Council on Social Work Education Educational Practice Standards](#). A student may be approved to complete their placement in their employment setting if the following requirements are met:

- The employment agency must be affiliated with the College of Social Work's Office of Field Education. If the agency is not affiliated, the affiliation process ([outlined here](#)) must be completed before EBP is approved.
- Learning opportunities must exceed present job skills and knowledge. This can be achieved through different roles and/or completing hours in another department at the agency at the agency. Students may only count field hours when they are completing activities outside of their current employment responsibilities.
- All learning activities must fall within appropriate scope of practice commensurate with their program level (BSSW, MSW I, MSW II and ASAP)
- Employment supervision and Field Education supervision must be separate.
- The student must complete the agency's probationary employment period before beginning placement. If the agency does not have a probationary period the Office of Field Education will identify an appropriate period, no less than 30 days. Students may petition for exceptions to the probationary period. Students may petition for exceptions to the probationary period, which will be reviewed by Director/Assistant Director of Field and Agency to determine amount of time needed to learn employment role before beginning practicum hours.
- The student must complete practicum in increments of at least 4 hours.
- In the event of a disruption of the placement for any reason, the field liaison will meet with the student to review the reason for termination of placement and initiate a plan to continue a plan for the student's practicum. If an agency terminates a student from their employment and/or placement as a result of the performance of the student, then the student will be subject to performance improvement processes by the college and/or university. Students must communicate any changes in EBP plan to their liaison within 24-48 hours of the change. *Please review the [CSW Field Manual](#), [BSSW Student Handbook](#), and [MSW Student Handbook](#) for additional information.
- Employment based placements are non-transferable. The student may not transfer their employment-based placement to another role/job, or site.
- EBPs for BSSW Block Placements are **NOT** typically available to students.
- It is at the agency's discretion to determine if practicum hours will be paid or unpaid.