Center for Social Work Education

 Work Site Field Proposal

**INSTRUCTIONS (for student):** Please complete this proposal in its entirety and submit to the Director or Assistant Director of Field Education working with you for field planning. Worksite plans should be submitted by the date agreed upon during planning, but must be submitted **at least 60 days** prior to the start of the field semester. Forms must be typed and must include **all four of the required signatures\*** in order to be considered as a placement option. Handwritten forms will not be accepted and forms must be scanned and submitted as word or .pdf documents. \**If handwritten signatures are not possible due to remote work, verbal agreement between agency staff and field director/assistant field director will be accepted.*

\*\*\*

**STUDENT NAME:** Click or tap here to enter text.

**AGENCY INFORMATION**

**Agency Name:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**City:** Click or tap here to enter text. **State:** Click or tap here to enter text.

**Zip:** Click or tap here to enter text. **County:** Click or tap here to enter text.

**Address of Field Placement Site (if different from above address):** Click or tap here to enter text.

**Telephone:** Click or tap here to enter text.

**CONTACT INFORMATION**

\*\*Field Instructor **must** have MSW with at least two years post-graduate experience\*\*

**Field Instructor Name:** Click or tap here to enter text., MSW

**Phone:** Click or tap here to enter text. **Email:** Click or tap here to enter text.

**Work Supervisor Name:** Click or tap here to enter text.

**Phone:** Click or tap here to enter text. **Email:** Click or tap here to enter text.

**\*\***Site Supervisors are not required unless the agency supervisor does not have the MSW and two years’ experience\*\*

**Site Supervisor Name:** Click or tap here to enter text.

**Phone:** Click or tap here to enter text. **Email:** Click or tap here to enter text.

**PLACEMENT OVERVIEW**

**Date of Hire:** Click or tap here to enter text.

**Successful completion of probationary period:** [ ] **Yes** [ ] **No**

**Date probationary period was/will be completed:** Click or tap here to enter text.

CSWE has adjusted the requirements to allow students to utilize their current job as their field placement, as long as Widener can ensure that the employment-based setting provides opportunities for the student to engage as a learner and for the student to fulfill all field education requirements.

In all cases, the MSW field instructor must be different from the student’s ongoing work supervisor to ensure, in part, that the field instructor is free to focus on the educational aspects of the placement rather than administrative issues. The student’s MSW field instructor must meet all of the Widener University Center for Social Work Education’s established criteria to serve as a field instructor. The worksite setting must support the student’s field placement by providing sufficient resources as well as populations and/or social work roles and functions for the student’s field education experience.

**Indicate the preference for your proposal:**

[ ]  **Use current employment role for field placement**

[ ]  **Use a separate role in the agency for field placement**

**Current Job Description (Roles and Responsibilities/Client Population):** Click or tap here to enter text.

**Description of Proposed Field Placement (Roles and Responsibilities/Client Population)Please pay special attention to the tasks outlined in the field policy that are appropriate for generalist and specialization (clinical) learning opportunities:** Click or tap here to enter text.

**If proposing to use your current job as your field placement, please indicate the following:**

**Subset of clients to focus on for field education:** Click or tap here to enter text.

**Subset of tasks to focus on for field education:** Click or tap here to enter text.

**Students proposing the use of their current job must submit the appropriate Learning Contract (generalist / specialization) along with this proposal. Learning Contract templates may be found in the Canvas field planning course and in Exxat.**

**PROPOSED SCHEDULE**

Educational time **must be defined and separated from the regular work days**. The following hours are the minimum required in order to successfully complete the field placement portion of the program. Students must schedule a minimum of four consecutive hours per day at the agency:

MSW First Year: 450 hours, 2 Semesters

MSW Second Year: 560 hours, 2 Semesters or Extended Field Year 3 Semesters

**Please list your proposed weekly field and work schedule. Be specific with the days of the week and exact range of hours (Example: Monday – 9am-4pm)**

|  |  |  |
| --- | --- | --- |
|  | **Field Hours** | **Work Hours** |
| **Sunday:** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Monday:** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Tuesday:** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Wednesday:** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Thursday:** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Friday:** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Saturday:** | Click or tap here to enter text. | Click or tap here to enter text. |

**Authorized Agency Administrator, Work Supervisor and MSW Field Instructor signatures below verify that the student is an employee in good standing, will be past the agency’s probationary period by the start of the field placement and has the support of the agency to complete their field education at their agency of employment.**

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Print Name Signature

Authorized Agency Administrator (CEO, Executive Director, HR Director, President)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Employment Work Supervisor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_

Agency Based Field Instructor (MSW/LSW/LCSW)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor (non-MSW supervisor, if needed)

**The student signature verifies that they agree to follow both agency policy and Widener field policy pertaining to field education as well as the plans outlined in this document. Student signature also verifies the commitment to remaining in their job for the duration of the field experience and the acknowledgment that changes to employment may impact their ability to complete the field placement on time. Any adjustments to this plan must be approved by the faculty field liaison and/or the Director/Assistant Director of Field.**

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**The Director/Assistant Director of Field Education will request a meeting or conference call with the student, the worksite field instructor and/or field coordinator of the agency prior to approving the placement in order to clarify if a field placement plan has an educational focus appropriate for the student’s developmental year.**

**Meeting Date/Notes:** Click or tap here to enter text.

**Signature approving worksite agreement:**

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Widener University Director/Associate/Assistant Director of Field Education