California State University Chico	School of Social Work Practicum Education Program Chico, CA 95929-0550 Phone: (530) 898-5632 Fax: (530) 898-5574	Employment-Based Practicum Proposal

EMPLOYMENT-BASED PRACTICUM PROPOSAL

A student may submit a proposal requesting to complete their practicum at the agency where they are employed.

GENERAL GUIDELINES

1. The proposal must be designed in such a way that its implementation will facilitate the student's development as a professional social worker. It is essential to provide opportunities for students to pursue and achieve the specific objectives of practicum instruction at the BSW senior, MSW foundation, or MSW concentration year level.

2. The student should review information outlined in the *Practicum Education Handbook* related to placement objectives and requirements and then consult with the Director of Practicum Education, or if a Title IV-E student, the Title IV-E project coordinator, *prior to* developing the proposal. The manual may be found on-line at: https://www.csuchico.edu/swrk/practicum-education/practicum-handbook.shtml

3. The *Agency* Practicum Instructor (PI) must have had a social work degree for two years prior to serving as an PI.

4. *Ideally* a student would be assigned to a program/department other than the one where they are employed.

5. *The proposal should clearly distinguish between the proposed **student** roles, tasks, or responsibilities and those that are part of the **student-employee's regular employment duties,** for at least 30% of the student's practicum hours.* The other 70% of practicum hours can consist of *roles, tasks, or responsibilities which are already part of the student's regular employment as long as* they are directly linked to the social work competencies.
   - 30% equates to approximately 7 hours per week for a 24 hours per week practicum and approximately 5 hours per week for a 16 hours per week practicum.

Agency Practicum Instructor Minimum requirements:

- BSW students are required to have a practicum instructor that has a BSW degree post two years. Some limited exceptions are made to this requirement. If there is not a BSW available to supervise students, agencies may secure an off-site practicum instructor or work with the School of Social Work to identify a qualified practicum instructor.
- MSW students are required to have a practicum instructor that has an MSW degree post two years. If there is not an MSW available to supervise students, agencies may secure an off-site practicum instructor or work with the School of Social Work to identify a qualified practicum instructor.

The Practicum Instructor could potentially be an employment supervisor if it is clear that practicum supervision will be distinct from employment supervision. Careful thought should be given to the nature of the student's relationship with the proposed practicum instructor with regard to potential conflicts of interest, e.g., a co-worker who has become a friend would not be appropriate. The proposed practicum instructor must submit a current resume or a Practicum Instructor Application, and agree to attend a fall practicum orientation or complete the practicum instructor virtual orientation. The employment supervisor is also encouraged to complete the practicum orientation to increase their understanding of the practicum requirements.

If the employing agency does not already have an established contract with CSU, Chico, an Agency Profile will need to be completed. Once the agency profile is submitted the Director of Practicum Education will make a site visit. A Student Placement Agreement will be required between the proposed practicum education site and CSU, Chico. This contract must be in place prior to a student starting their placement at the proposed employment agency. **Early completion of information is encouraged to ensure that there will be time to visit the agency, have the Student Placement Agreement signed, review the Employment-Based practicum proposal, make any revisions necessary, and approve it in advance of the fall semester. Please be advised that the contract process may take 30-60 days to complete.**

INSTRUCTIONS: TYPE OR PRINT LEGIBLY IN BLACK INK ONLY. Please complete this application and email it to the CSU, Chico School of Social Work, Director of Practicum Education at pborel@csuchico.edu
Title IV-E students please e-mail the form to Heather Krystek at hkrystek@csuchico.edu

Please check applicable status: ☐BSW ☐MSW Foundation Year ☐MSW Concentration Year		
Last Name	First Name	MI
Student #	Phone # (with area code)	
Agency Name	Agency Program	
Agency Address		
City	State	Zip
Agency Phone # (with area code)	Alternate Phone # (with area code)	

During the student's work week, please describe the following:

Job tasks & skills of the job for which you currently are responsible (or attach job description)	Internship tasks & skills to be done/learned as an intern in the placement work setting

Check days student is employee: ☐**M** ☐**T** ☐**W** ☐**Th** ☐**F** ☐**Sa** ☐**Su**

Check days student will be in placement: ☐**M** ☐**T** ☐**W** ☐**Th** ☐**F** ☐**Sa** ☐**Su**

The second part of your employment-based practicum proposal is to complete the following questions. You should discuss these issues with your prospective practicum instructor, your current job supervisor, and anyone else in the agency that will be responsible for facilitating your employment-based practicum.

1. Please describe your reasons for requesting an employment-based practicum.

2. How will the placement be different from your regular job? Include information on different duties, client population, location, supervisors, and any other factors that will differentiate the job from the placement.

3. How will the employment-based practicum allow you to develop professional social work competencies? I.e., please describe the NEW skills you will be developing?

4. Describe your understanding of how the agency plans to allow you to "be a student" during the placement portion of your job. (i.e., reduced caseload, extra training, ability to engage in activities relevant to the Learning Contract, but that may not be a normal part of the job itself).

5. I have discussed with my prospective practicum instructor the need for a minimum of one hour per week of individual practicum supervision.
☐ YES ☐ NO
Check here if your agency does not have a BSW (BSW students only) or MSW to provide supervision

6. I understand my practicum instructor will need to complete a practicum instructor orientation training.
☐ YES

Before submitting this form, please provide a copy of your Employment-Based Practicum Proposal to your

- prospective practicum instructor
- employment supervisor for your current job
- prospective task supervisor (if any)
- agency director/program manager

By our signatures, we certify that we have read through this application, and that we agree to offer an employment-based practicum and work with the Chico State School of Social Work to provide an educationally-focused placement for the above-named student.

Proposed Practicum Instructor's Signature	Date
Print Name	Phone # (with area code)
Email Address	Degree/Credentials: ☐ BSW ☐ MSW ☐ LCSW ☐ Other *(please specify):*
Signature/Approval of Organization's Director/Program Manager	Date
Print Name	Phone # (with area code)
Email Address	
Signature of Student	Date
Print Name	Phone # (with area code)
Email Address	

I certify that the above-named student met employment expectations during their last performance review. I have reviewed the proposal and will support the student in the practicum as described in this proposal.

Current Employment Supervisor' Signature	Date
Print Name	Phone # (with area code)
Email Address	Degree/Credentials: ☐ BSW ☐ MSW ☐ LCSW ☐ Other *(please specify):*

Employment-Based Practicum Release of Information

I, _____ am being currently considered for placement by California State University, Chico to the position of Student Intern with _____ (Placement Agency).

I understand that by signing this waiver I am authorizing my employer/placement agency to release to the School of Social Work information regarding my performance, if said performance results in termination from my practicum. The School of Social Work may consider this information in rendering a decision about my continued participation in the practicum course.

I do hereby agree to hold such employers/agencies, references, persons, etc., harmless from liability for releasing said information.

Student Signature	Date
Agency Practicum Instructor Signature	Date
Agency Director/Program Manager Signature	Date