SCHOOL OF SOCIAL WORK
EMPLOYMENT-BASED
FIELD PRACTICUM

guidelines

Consult
First, review the Field Manual for placement objectives and requirements. Then consult with the Field Program prior to developing a proposal.

Proposal
Next, you may submit a proposal requesting to complete your field practicum at the agency where you are employed.

Placement
Ideally, you should be assigned to a program or department other than the one where you are employed.

AFI
Identify an Agency Field Instructor. Your AFI must be someone other than your employment supervisor.

More Information:

- The student’s proposal must be designed so that its implementation will facilitate development as a professional social worker. It is essential to provide opportunities to pursue and achieve the specific objectives of field instruction at the BSW senior, MSW foundation, or MSW concentration year level. 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.
- Learning experiences for the student would be available in a unit of the agency that is different from the area where the student functions as an employee. Fieldwork assignments must be clearly delineated and separate from employment responsibilities so that they consist of different tasks and are located in a different program or division. It is also recommended that the clients served are different than those served in the student’s job assignments.
- The fieldwork assignments must be specifically related to the field instruction course objectives.
- Field instruction assignments and supervision must be educationally focused rather than centered on agency services. The Learning Contract must have substance that reflects learning opportunities that go beyond the student’s present work scope.
- The agency must be an approved field instruction site and have a contract with the university.
- The proposed AFI must meet the criteria established for all other field instructors, hold an MSW degree, and have a minimum of two years practice experience.
- The student’s AFI must not be the administrative supervisor for the student in their job.
- The student must have release time for field supervision.
- In such a placement setting, the agency and the student must complete a Employment Based Field Practicum Proposal and a Memorandum of Understanding, that formally provides agency approval for the student to be placed in their agency of employment. The agency must agree that on the days of practicum, the expectations for the student will be guided by the Field Education Handbook, not routine agency standards.
- Additional information and documents related to field placement are located on the Field Education website: https://www.csuchico.edu/swrk/field-education/index.shtml.

Questions? Contact the Field Education Program at 530-898-5632 or nmdavis@csuchico.edu.