



School of Social Work
Field Education Program
Chico, CA 95929-0550
Phone: (530)-898-5632 Fax (530)-898-5574
www.csuchico.edu

Employment-Based Field Practicum Contact Information

Policy on Employment-Based Placements

School of Social Work policy requires that all practicum placements maintain a primary focus on the education and development of the student as a social worker. To ensure this, students should experience and be exposed to a broad variety of social work practice experiences in the MSW program. The Council on Social Work Education (CSWE) standards require that we maintain the educational focus of the field experience and differentiate between job and practicum activities. The option of using the student's place of employment as the practicum site is considered on an individual basis by the Director to insure that students receive a variety of field experiences and supervision during their practicum.

General Guidelines for Student Placement in Employment Agency

1. The student's Agency field instructor would not be the administrative supervisor for the student in their job.
2. Learning experiences for the student would be available in a unit of the agency which 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.
3. The agency must be an approved field instruction site and have a contract with the university.
4. The proposed Agency field instructor must meet the criteria established for all other field instructors, hold an MSW degree and have a minimum of two years practice experience.
5. The fieldwork assignments must be specifically related to the field instruction course objectives.
6. 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.
7. The student must have release time for field supervision.
8. In such a placement setting, the agency and the student must complete a "Proposal for Agency as Employment as Field Practice Site" 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.

To request such a placement, the student first completes a Field Practicum application. Upon receiving the application the Director of Field Education will make arrangements to meet with the student and their agency supervisor to discuss the specific requirements for the placement and to ensure the agency can provide an educationally focused placement.

Employment-Based Placement Contact Information

Please provide the following information so that a meeting can be set up to discuss your employment based field placement. The form can be mailed to the CSU, Chico School of Social Work, Director of Field Education at the above address or email it to Patrick Borel at pborel@csuchico.edu.

Student Name		Date
Phone ()	Email	
Agency Supervisor Name		Date
Phone ()	Email	
Proposed Agency Field Instructor Name		Date
Phone ()	Email	

Please provide in the space below any other pertinent information I may need to set up your field practicum
