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|  | **School of Social Work****Field Education** **5500 Campanile Drive****San Diego, CA 92182-4119****Phone: (619) 594-6865****Fax: (619) 594-5991**[www.socialwork.sdsu.edu/field](http://www.socialwork.sdsu.edu/field) | **Field Practicum Internship** **at Employment Site** **Application****(BASW or MSW Program Students)** |

**Definition of Field Practicum Internship at Employment Site:**

Using your employment site during your regular working hours for the field practicum internship.

**Criteria for Practicum Internship at Employment Site:**

1. Student wants to use their place of employment during their regular working hours as a field education site for internship.

2. Student is employed no less than 32 hours per week.

3. Student has permanent employment status, has worked for a minimum of nine months at the agency prior to starting their internship, has passed the agency probationary period and has received satisfactory level employment reviews at 6 months / 9 months.

4. The agency will pay for student’s field practicum internship responsibilities and duties.

5. A MSW field instructor with 2 or more years of experience, preferably at a supervisory level in the agency, who is not the student’s employment supervisor, will provide field instruction in accordance with the School’s curriculum and policies for the student’s field practicum. Note: The field instructor is required to be on-site with the student during their internship. Note: For a BASW student, the field instructor must have a minimum of a BASW degree.

6. Student’s internship roles, responsibilities, assignments, etc. will have a clear delineation from their regular employment and will be in accordance with the SDSU School of Social Work’s field curriculum and course requirements. This will be written and established in the student’s “Field Practicum Internship at Employment Site” application.

7. The field practicum will occur during sustained periods of time during the student’s work week, Monday through Friday only, in a minimum of 4 hours at a time, in a different program, service area, or unit, and preferably in a different location.

8. The “Field Practicum Internship at Employment Site” application is completed by the student and submitted by the required due date in the field placement process timeline with the required signatures and submitting proof of their satisfactory job performance evaluation.

9. If the application request is approved and granted, the student is aware and in accordance with school policies, that they will use the employment site for field practicum for one academic year only.

The Title IV-E MSW Child Welfare Program may have exceptions to this policy. The student must also consult with the Title IV-E Coordinator prior to submitting this application.

**Note:** If the situation does not meet ALL the criteria listed above, the student does not qualify for a field practicum internship at their employment site. If the student requires additional information, please consult with SDSU School of Social Work Director of Field Education (for MSW students) or Director of Undergraduate Field Education (for BASW students).

Completing the “Field Practicum Internship at Employment Site” application does not guarantee approval of utilizing the field education site for internship. All “Field Practicum Internship at Employment Site” applications must be approved by the Director of Field Education.

**Students applying for the above, MUST also complete their Field Practicum Application and submit by the required due date(s).** Before turning in the “Field Practicum Internship at Employment Site”, detach this page and keep it for your records. Also, please make copies of this entire application and distribute it to everyone who signed (refer to pages 3 and 4).

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**INSTRUCTIONS:** TYPE OR PRINT LEGIBLY IN BLACK OR BLUE INK ONLY. Please complete this application and submit an electronic copy to the Director of Field Education via email.

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| Please check applicable status: ( ) MSW I – Foundation Year - SW 650  ( ) MSW II – Advanced Year - ( ) SW 750 or ( )SW 755 ( ) BASW – SW 489 |
| Last Name | First Name | MI |
| SDSU STUDENT ID # | Phone Email( ) / |
| Current Job Title / Classification | Employed at this Agency: Years\_\_\_\_\_\_\_ Months\_\_\_\_\_\_\_\_ |
| Employment in other programs (in same agency)Job Title: |  |
| Agency | Program |
| Agency Address | City, State | Zip |
| Agency Phone( ) | Agency email( ) |
| Agency Contact Person( ) | Contact Person Email |

**During the student's work week, please describe the following (attach additional pages if necessary):**

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| **Description of job responsibilities, roles, and tasks for which you currently are responsible:** | **Proposed professional internship responsibilities, roles, and skills to be completed and learned in the field practicum:** |
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**Circle days student is an employee:** M T W Th F Hours: to

**Circle days student is in field practicum:** M T W Th F Hours: to

*For SDSU School of Social Work – Field Education Use Only*

( ) Approved ( ) Not Approved By: Date:

Reason if NOT approved:

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**Part II** of the “Field Practicum Internship at Employment Site” application is to write a narrative that addresses the following questions. The student should discuss these issues with their prospective field instructor, current job supervisor, and anyone else in the agency that will be responsible for facilitating their field practicum internship at the employment site.

**The narrative MUST BE TYPED AND ATTACHED TO THIS APPLICATION. Please number the answers.**

1. Why do you want to experience your field practicum internship at your employment site?

2. How will the field practicum internship be different from your regular job responsibilities (current and past)? 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 internship at your employment site allow you to develop professional social work competencies? This means, which NEW SKILLS and KNOWLEDGE will you be developing in for example, cultural competence, scope of practice, values and ethics, working with individuals, groups, families, and communities, theories, etc.?

4. To whom have you spoken at your agency about this field practicum internship at the employment site? Describe your understanding of how the agency will allow you to “be a student” during the field placement portion of your job, including (but not limited to) reduced caseload, additional orientation and training, ability to engage in learning activities as required in the field practicum courses but that may not be a normal part of the job itself, etc.

5. What issues, concerns, and/or problems do you anticipate when you are in the field practicum internship at the employment site? What are some ways you and your field instructor could reduce the impact of these problems (e.g., role confusion, conflict between job duties and field placement duties, professional boundary issues, dual relationships, caseloads, etc.)?

6. Have you discussed with your prospective field instructor the need for a minimum of one hour per week individual face-to-face field instruction, and is it your understanding that the field instructor agrees to this?

7. Have you communicated to your prospective field instructor / agency the SDSU School of Social Work’s: a) field curriculum course requirements; b) field instructor’s, task supervisor’s (if applicable) responsibilities for completing Fi/ Ts paperwork; c) be approved and confirmed by the School; d) the field instructor /task supervisor attend the Annual Field Instructor Orientation meeting and the monthly Field Instructor Training Course (approximately 20 hours)at the beginning of your placement, and is it your understanding that the field instructor agrees to this?

8. Attach a copy of your most recent job performance evaluation, confirming that you are demonstrating a satisfactory level of job performance.

Note: The student must share this entire application with their prospective field instructor, current job supervisor, prospective task supervisor (if applicable) and the agency executive director/ CEO before submitting this application to the School.

*Please continue the “Field Practicum Internship Application”.*

By our signatures, we certify that we have read through this application, that we agree to the internship at employment site requirements of SDSU School of Social Work (including weekly field instruction, field instructor on site with student, attendance at the Annual Field Instructor Orientation Meeting and the Field Instructor Training course, etc.), and that we concur with and will support the student’s internship field practicum at their employment site.

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| Current Employment Agency & Program | Proposed Field Placement in Agency (Department/ Program) |
| Current Employment Address | Address & Phone (if different from employment site) |
| Current Job Supervisor: (Print Name) | BASW/MSW/LCSW Field Instructor: (Print Name) |
| Current Job Supervisor’s Signature: | BASW/MSW/LCSW Field Instructor’s Signature: |
| Current Job Supervisor’s Title: | BASWMSW/LCSW Field Instructor’s Job Title: |
| ( )MSW ( )Other - please specify: \_\_\_\_\_\_\_\_\_\_\_ | ( ) BASW ( ) MSW ( )LCSW |
| Phone Email( ) | Phone Email( ) |
| Date | Date |
|  |  |
| Organization’s Director / CEO: (Print Name) | Student: (Print Name) |
| Organization’s Director / CEO – Phone / Email:( ) | Student’s Phone / Email:( ) |
| Organization’s Director / CEO - Signature/Approval: | Student’s Signature and Approval: |
| Date | Date |