

Field Placement at Work Setting

BSW students may request to do their field placement at their place of employment. To be considered for a placement in an agency of employment a student must prepare and submit a “Proposal for Field Placement at Work Setting” for approval by the director of Field Education and chair and faculty of the BSW Department. Proposals can be downloaded from the field office website. They should be prepared using word processing software and will be considered complete when submitted with the proposed field instructor’s resume and a letter of approval from the executive director of the agency. Deadlines for Proposals for Field Placements at Work Setting are posted outside the office of Field Education and on the School of Social Work field office webpage at <http://www.ric.edu/socialwork/Pages/Field-Education.aspx>

The field instructor for a student seeking a work-setting field placement must hold an MSW degree from a CSWE-accredited institution and cannot be his/her regular employment supervisor. If there is no one available in the agency, the services of an experienced MSW with appropriate credentials who works off-site will be considered. Assignments of field instructors within the work setting must comply with the NASW policy on dual relationships. Field

instructor availability must meet the requirements universally set for field instructors. The primary field instructor should be available at minimum for one hour a week and should assure that the student receives an additional hour of supervision from staff colleagues or other on-site supervisors, either individually or in a group setting. Under no circumstances will the student pay for the services of a field instructor.

The student must have assignments that are different from the work she or he usually completes. The assignments must be substantive and must meet the requirements of a field setting for a BSW junior- or senior-year field education contract.

Proposal for Field Placement at Work Setting

Students who wish to negotiate special arrangements for a field placement at their current place of employment must use the outline below to complete their proposal and submit it to the director of Field Education for approval.

The work proposal must be well articulated and will not be considered if the field placement work is the same as the student's employment. The student must have assignments and duties that are different from the work they usually complete as part of their employment and must not be with clients that the student works within their employment. The assignments must be substantive and must meet the requirements for a generalist field placement. BSW students may not use a current position of employment as a field placement regardless of the amount of time they have been employed in that position.

Instructions for a Proposal for Field Placement at Work Setting

Students who wish to negotiate special arrangements for a field placement at their current place of employment must use the outline below to complete their proposal and submit it to the Office of Field Education for approval. Work Proposals are reviewed and approved by the BSW department chair and the director of Field Education. Students will be informed of deadlines and when appropriate given an opportunity to revise and resubmit work proposals.

The proposal should be prepared using work processing software/uploaded to InPlace and include the following information:

- **Student Name**
- **Student Address**
- **Student Telephone**
- **Student RIC email**
- **Resume**
- **When student is asking to complete the field placement**
- **Name and Address of agency including telephone phone number and website**
- **Description and mission of agency (only if no website is available)**

- **Student Employee Status, including:**
 - **Job title and function**
 - **A brief job description**
 - **Client population served (who are the clients)**
 - **Current schedule (days and hours)**
 - **Length of time employed in this capacity**
 - **Name of immediate supervisor and contact information for supervisor**

- **Proposed field placement experience, including:**
 - **Proposed placement title and function**
 - **A brief job description that includes description of proposed tasks to be completed as part of the internship; clearly describe how the clients and experiences are different**
 - **Client population served (who are the clients)**
 - **Setting/location**
 - **Proposed schedule including days and hours**
 - List and describe potential social work practice involvement and/or projects that could be implemented at the agency that are *substantially different* from the tasks/assignments done under "employee status", or job function.
 - **Name of MSW supervisor and resume:** Student must describe their relationship with the proposed field instructor. Students are required to disclose any prior relationships and to discuss potential conflicts.

- **Letter on agency letterhead from an administrator who oversees both departments (employment and proposed field placement) that states:**
 - **Student's date of hire**
 - **Student is an employee in good standing**
 - **Administrator has reviewed the proposal and approves the student maintaining a dual role as employee and intern for the time period of the field placement**
 - **Administrator approves the student being supervised by the proposed MSW supervisor**