

MSW Field Placement at Work Setting

Students have an option to submit a proposal to complete one of their required field placements at the agency where they are also currently employed. Students are only permitted to have one work proposal field placement during their time as a student (BSW, MSW I and MSW II). To be considered for a field placement in an agency of employment, a student must prepare and submit a “Proposal for Field Placement at Work Setting” for approval. Components of the Work Proposal are listed below.

Work Proposals must be submitted via InPlace and will be considered complete when all required parts are uploaded. Deadlines for Proposals for Field Placements at Work Setting are posted on the Social Work field office webpage at <http://www.ric.edu/socialwork/Pages/Field-Education.aspx>

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 with in their employment. The student must have been employed by the agency for a minimum of 90 days and be in good standing in order to be eligible for approval of the work proposal. The assignments must be substantive and must meet the requirements for a generalist (foundation year) or a concentration-specific (advanced year) field placement.

The field instructor for a student seeking a work-setting field placement must hold an MSW degree from a CSWE-accredited institution, have at least two years of post-MSW practice, and cannot be the student’s regular employment supervisor. Assignments of field instructors within the work setting must comply with the NASW policy on dual relationships. Students must describe their relationship with the proposed field instructor. Students are required to disclose any prior relationships and to discuss potential conflicts.

The primary field instructor should be available for supervision at minimum for one hour a week, face-to-face. The MSW field supervisor should assure that the student receives an additional hour of supervision from the same MSW 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.

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 read and reviewed by the Field Committee. Deadlines for submitting completed proposals is posted on the School of Social Work webpage at <http://www.ric.edu/socialwork/Pages/Field-Education.aspx>

The proposal should be submitted via InPlace and include the following information:

- **Student Name**
- **Student Address**
- **Student Telephone**
- **Student RIC email**
- **Resume**
- **Year of Study: Foundation or Advanced (if Advanced, please specify Clinical or Macro)**
- **When student is asking to complete the field placement (e.g. Academic year 2019-2020)**
- **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
 - 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

For MSW II Work Proposals only: Information about past field placements should include name of agency and supervisor; student's role and description of responsibilities; client population served, and dates of the field placement.

- **MSW-II students should describe their MSW-I field experience**
- **Advanced Standing students should describe their BSW field experience**

Proposed Field Instruction Learning Objectives; Assignment/Range of Tasks to Meet Learning Objectives; Proposed Field Instructor. It is important that students take time to develop a "mini" learning contract using the learning objectives outlined in the MSW field contract.

- 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.
- Develop a list of proposed field instruction learning objectives.
- Proposed days of the week and time frame for operating under title of field instruction student intern.
- Briefly describe the qualifications and experience of proposed field instructor. (A resume or CV must accompany the proposal).