

FALL 2021 update to work proposal guidelines***

For **academic year 2021-2022**, students can count their current employment towards field practice hours. Students who wish to earn field hours at their current job-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 Field Education Committee. When appropriate, students may be given an opportunity to revise and resubmit work proposals. The proposal should be uploaded to InPlace and include the following information:

- Student Name
- Student Address
- Student Telephone
- Student RIC email
- Resume
- Name and Address of agency including phone number and website
- Description and mission of agency (only if no website is available)
- Student Employee Status, including:
 - Job title and function
 - Job description **that includes detailed overview of proposed tasks to be completed as part of the internship; showing clear linkages to the nine social work competencies.** Please click on this link for the RIC SSW Field Education webpage <http://www.ric.edu/socialwork/Pages/Field-Education.aspx> to find your corresponding Learning Contract (BSW Senior Learning Contract, MSW I Contract, MSW II Learning Contract Clinical or Macro)
 - Client population served (who are the clients)
 - Current schedule (days and hours) ***student can only apply required weekly number of hours towards field placement***
 - Length of time employed in this capacity
 - Name, contact, and resume of proposed MSW supervisor (if different from immediate supervisor). MSW supervisor (field instructor) must hold an MSW degree from a CSWE accredited program; with 2 years post graduate experience to supervise an MSW intern. Post graduate experience not required for BSW intern supervision.
 - Letter from supervisor stating student is an employee in good standing

Please note: Employee agencies must comply with field education supervision of students, either through a separate qualified supervisor or by the program assuming responsibility for reinforcing a social work perspective. The School of Social Work will not be responsible for arranging MSW off-site supervisor for the work proposal option.

******FALL 2021 Updated work proposal guidelines are due to COVID-19, therefore subject to change******