Students currently employed in a social service agency/institution or human service organization may complete their field practicum in their current job only if specific conditions are met. Students may also obtain employment at their place of internship; in which case this form needs to be filled out as soon as employment is offered. Approval of plans by the Director of Field Placement is required before the start of the practicum. Specific restrictions include, but are not limited to, the following:

1. Agency meets all requirements for serving as a placement site (including, in the case of the concentration year if that agency is suitable for the competencies specific to advanced practice).
2. Students are allowed to use their place of employment as a field placement site but can do so for only one of their placement experiences while enrolled at the University of Memphis (BA and/or MSW).
3. Student field assignments and employment tasks may be the same and counted toward required field hours if the tasks have clear links to the social work competencies, including any competencies added by the program, and their related behaviors.
	1. If employment tasks are to be supplemented at the workplace in a separate department than where the student works in order to meet learning plan competencies, this must be clear in the learning plan as well as when completing this form.
	2. The hours credited toward field placement can be the same as the student’s employment hours. HOWEVER, in most cases, not all employment hours may correlate to learning plan competencies and THEREFORE, in most cases, not all of the employment hours will count toward internship hours.
4. The field instructor and employment supervisor of a student may be the same person. In such cases, supervision time for field education learning must be separate from supervision time for employment.
	1. The field instructor at the employment site must meet the usual requirements of field instruction – i.e., someone who holds a MSW degree with at least 1-2 years of post-graduate experience in the field of social work (for BA students, field instructor may be hold a BSW degree with at least 5 years of post-degree social work experience).
5. Assignment to placement remains solely the province of the field coordinator. Approval is NOT guaranteed.

*This form has been updated as of Spring 2022 with CSWE policies regarding the use of employment as internship experience published December 2021 for using employment as internship after May 2022.*

*These policies are subject to change.*

**DO NOT SUBMIT THIS FORM WITHOUT FIRST TALKING WITH YOUR RESPECTIVE FIELD COORDINATOR TO LET THEM KNOW YOUR INTENTIONS TO USE YOUR EMPLOYMENT AS YOUR FIELD PLACEMENT INTERNSHIP.**

**Field Directors:**

* Kenya Anderson (undergraduate students) kconley@memphis.edu
* Cherry Malone (1st year MSW students) ccmalone@memphis.edu
* Maggie Landry (2nd year/Advanced Standing MSW students) malandry@memphis.edu

# Request to Use Employment as Field Form

\*\*You must click into the shaded boxes in order to fill in the form\*\*

Student Full Name       Student Email Address

UofM Field Director (\*from page 1)

## FIELD PLACEMENT/EMPLOYMENT INFORMATION

Employment Agency       Department/Program

Agency’s Full Address (incl. city, state & zip)

Employment Supervisor Name       Job Title

Employment Supervisor’s Email Address       Phone

Is Student’s Proposed Field Instructor the Same Person as Employment Supervisor?

[ ]  Yes [ ]  No (if no, please fill out information on Proposed Field Instructor below)

Proposed Field Instructor’s Name       Job Title

Proposed Field Instructor’s Phone       E-mail

Student’s Employment Tasks/Responsibilities (*Please clearly differentiate from responsibilities as an intern, and specify different client population, practice methods/interventions, etc.)*

[type here]

Student’s Internship Tasks/Responsibilities *(Please include client population and practice methods used in field placement learning experience. Your internship responsibilities and tasks MUST relate back to the CSWE competencies in order to be approved!)*

[type here]

Please indicate how you intend to meet all of the CSWE competencies for field education using your employment. For more detailed information on these competencies, please refer to the [CSWE EPAS document, page 7-9](https://www.cswe.org/getattachment/Accreditation/Accreditation-Process/2015-EPAS/2015EPAS_Web_FINAL.pdf.aspx).

|  |  |
| --- | --- |
| **Competency** | **Proposed Task(s) That Can Meet This Competency** |
| 1: Demonstrate Ethical and Professional Behavior | [type here] |
| 2: Engage Diversity and Difference in Practice | [type here] |
| 3: Advance Human Rights and Social, Economic, and Environmental Justice | [type here] |
| 4: Engage in Practice-Informed Research and Research-Informed Practice | [type here] |
| 5: Engage in Policy Practice | [type here] |
| 6: **Engage** with Individuals, Families, Groups, Organizations, and Communities | [type here] |
| 7: **Assess** Individuals, Families, Groups, Organizations, and Communities | [type here] |
| 8: **Intervene** with Individuals, Families, Groups, Organizations, and Communities | [type here] |
| 9: **Evaluate** Practice with Individuals, Families, Groups, Organizations, and Communities | [type here] |

## If the student is trying to obtain employment at the current internship site, please fill the following out:

## PROPOSED EMPLOYMENT INFORMATION

Date Student Wishes to Begin Employment at Agency

Agency Department/Program of Sought Employment

Job Title of Sought Employment

Name of Job Supervisor in Employee Role

Is The Job Supervisor a Different Person Than Field Instructor? No [ ]  Yes [ ]

If Yes, Provide Name of Proposed Field Instructor

Will student continue the current field placement as well as seeking employment in another program within the agency?

Yes (internship duties/tasks are same as employment)[ ]

No (internship duties/tasks are different from employment) [ ]

Hours that the student will remain at the agency as an intern and what days/hours that the student will be fulfilling their work responsibilities. The field placement experience must be the primary learning focus.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **As an Intern** | *Fall* | *Spring* | *Summer (available for BA students only)* | As an Employee |
| Monday |       |       |       | Monday |       |
| Tuesday |       |       |       | Tuesday |       |
| Wednesday |       |       |       | Wednesday |       |
| Thursday |       |       |       | Thursday |       |
| Friday |       |       |       | Friday |       |
| Saturday |       |       |       | Saturday |       |
| Sunday |       |       |       | Sunday |       |

Please indicate your contingency plan should you be released from your employment (either voluntarily or involuntarily) during the internship experience.

[type here]

Please return this form with the original **PHYSICAL** signatures of the following persons:

* the current work supervisor
* the student intern’s proposed work field instructor
* the student intern
* the UofM field coordinator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Employment Supervisor Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Proposed Field Instructor Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

Please return this form via email to your respective field coordinator:

|  |  |  |
| --- | --- | --- |
| **2nd year MSW/Advanced Standing:**Ms. Maggie Landry, LMSW, LSSWAsst. MSW Field Coordinatormalandry@memphis.edu | **1st year MSW:**Ms. Cherry Malone, LMSWMSW Field Coordinatorccmalone@memphis.edu | **BA/Undergrad:**Ms. Kenya Anderson, LMSWBA Field Coordinatorkconley@memphis.edu  |

FOR UofM FIELD TEAM USE ONLY:

Comments/Notes:

Approved? [ ]  [ ]

 Yes No

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University of Memphis Field Director Signature Date