

POLICIES REGARDING FIELD PLACEMENTS IN AGENCY OF EMPLOYMENT

Students currently employed in a social service agency or human service organization may complete a field placement in the current employment setting, if the following conditions are met:

1. The field instruction experience must provide new learning experiences not provided in prior field placements or employment. The proposed field education activities must be distinct from the normal work activities in this agency and evaluated separately from them, and;
2. The designated field instructor must be someone other than the job supervisor who evaluates the student as an employee and must meet the eligibility criteria to be an approved field instructor.

The employing agency must agree to the field placement plan, which protects the learning experiences for the student-employee. The following procedures will be utilized by the social work department to implement the above policy:

- A. The student must file a **“Request of Field Placement in Agency of Employment”**
- B. The request must be signed by the student and the appropriate personnel of the agency attesting to their review and support of the student’s proposal.
- C. The request proposal will be reviewed by the director of field education and/or other designated university personnel as the primary documentation utilized in the decision to approve or disapprove the request and will become part of the student’s field education file.
- D. The faculty field liaison/seminar instructor will be provided a copy of the proposal so that they might both support and monitor its implementation throughout the field placement.

REQUEST FOR FIELD PLACEMENT IN AGENCY OF EMPLOYMENT

1. The field instruction experience will provide new learning experiences not provided in prior field placements or employment.

2. I am employed by: _____ Since _____

3. My job title is: _____

4. My activities of employment include:

5. My activities of placement will include:

6. My work supervisor is: _____

7. My field instructor is: _____

8. My potential field instructor's credentials: _____

I, _____, acting as the employing agency representative agree to the field placement plan, which protects the learning experiences for the student-employee.

Student signature

Date

Student, printed name