Guidelines for Employment-based Field Placement Proposals

Students interested in employment-based fieldwork must submit a proposal to the Director of the Office of Field Instruction.

Submission Deadlines

Deadline for submission of employment-based proposals is two months prior to the start of fieldwork.

First year 20-month and Advanced standing students: July 1
16-month students: November 1
Second year 20-month students: March 1

Criteria for Approval

Each proposal that meets the criteria below will be examined on its merits. Submitting this proposal does not guarantee approval of the request. Approval of an employment-based placement proposal does not affect the total number of fieldwork credit hours a student must earn.

1. Fieldwork assignments must be clearly delineated and separate from employment responsibilities such that:
   They consist of different tasks
   They are located in a different program or division.

2. The proposed field instructor and work supervisors must be different persons.

3. The agency must be a School-approved field instruction site (refer to Criteria for the Selection of Field Instruction Sites in Field Instruction Manual).

4. The proposed field instructor must meet the criteria established for all other field instructors (refer to Criteria for the Selection of Field Instructors in Field Instruction Manual).

5. The fieldwork assignments must be specifically related to the applicable field instruction course statements (refer to Appendix in Field Instruction Manual).

6. Field Instruction assignments and supervision must be educationally focused rather than centered on agency services. To be approved, the proposal must have substance that will reflect learning opportunities that go beyond the student’s present work scope.

7. The student and the field instructor must have release time for field instruction.

Planning and Approval Process

The planning process can take up to two months. Students are strongly encouraged to complete employment-based proposals early. No employment-based placement hours are credited unless and until the proposal is approved. The process proceeds according to the following steps:

1. The student submits a completed Employment-based Placement Proposal form to the Director of Field Instruction.

2. The Director, in consultation with the OFI Field Educator who is working with the student, considers the proposal for approval. If the proposal is not acceptable, the Field Educator will suggest to the student and/or
the agency how the proposal might be strengthened. OFI may request a revised proposal.

If the proposal is not approved, the student will need to consider placement at another agency.

If the proposal is approved, the following steps occur:

3. If the agency requested for placement by the student is already a School-approved site, OFI contacts the agency and the student to inform them that the proposal is approved. OFI sends a copy of the approved proposal to the Field Liaison and to the agency.

4. If the agency requested by the student is not a School-approved site, the OFI sends the School’s Field instruction Manual (which includes agency and field instruction approval criteria) and agency information forms to the site. Once the completed forms are received back at the School, the Field Educator and Director of Field Instruction review the forms to determine if the School’s basic requirements for field sites are met.

If it does not appear that the agency meets the School’s requirements, the Field Educator will contact the site to discuss this. If it is determined through this discussion that the agency cannot meet the School’s requirements as an UM SSW training site, the agency and the proposal for an employment-based placement will not be approved. The student will need to consider placement at another agency.

If the completed agency forms indicate that the School’s basic requirements for field sites are met, OFI arranges a visit to the agency.

5. OFI arranges a meeting at the agency between the student, the work supervisor, the field instructor, and the Field Educator. The agency executive may also be asked to participate. The purpose of the meeting is to ensure that the School’s field curriculum and its policies and procedures are understood and that all educational requirements will be met at the site.

6. Approved proposals must be reviewed prior to each term of fieldwork, and revised as necessary in conjunction with the student’s educational agreement. Any revisions to the proposal are subject to the approval and signature of the School’s field liaison to the agency.
Employment-based Placement Proposal Form

Submission Deadlines

Deadline for submission of employment-based proposals to the Office of Field Instruction (OFI) is two months prior to the start of fieldwork,

First year 20-month and Advanced standing students: July 1
16-month students November 1
Second year 20-month students: March 1

1. Student Information
Student’s Name:______________________________

Student ID #:________________________________

Phone: (H) ___________________ (W) _______________ E-mail ____________________

Curriculum Track (circle one)

Advanced Standing
20-month
16 month

Dual Concentration (circle one method and one practice area)

Method

Interpersonal Practice Social Policy and Evaluation
Management Community Organization

Practice Area

Children and Youth Adults and Elderly
Health Mental Health

Community and Social Systems

2. Agency Information

Agency name: ______________________________________________________

Address: ___________________________________________________________

___________________________

Director’s name/title:______________________________________________
3. **Student’s Employment Information**

Job title: ____________________________________________

Start date of position: __________________________________

Name of program in the agency where student is employed:

____________________________________________________

Employment Schedule: __________________________________

____________________________________________________

Type of service provided by program: ______________________

____________________________________________________

Describe client population: ________________________________

____________________________________________________

Describe current job responsibilities:

____________________________________________________

____________________________________________________

____________________________________________________

2. **Employment Supervisor Information**

Supervisor’s Program Name: ____________________________

Supervisor’s position title: ______________________________

Phone: _______________________________________________

Email: ______________________________________ Fax: ______________________

5. **Proposed Placement Information**

Name of program where student proposes to do fieldwork: _______________________________

Type of service provided by program: _______________________________

Describe client population: _______________________________
Describe fieldwork assignments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Describe how proposed assignments differ from current job responsibilities:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Describe the schedule of the student’s activities

Orientation activities:________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

6. Proposed Field Instructor Information

Field instructor name: ___________________________ Date: __________________________

Field Instructor degree: ___________________________

Field Instructor’s title/position: ___________________________

Field instructor’s start date at agency: ___________________________

Field instructor phone: ___________________________
My signature below indicates that the foregoing information is accurate, that I will adhere to the UM SSW’s Guidelines for Employment-based Placements attached to this proposal and the conditions it specifies, that I will review this contract prior to each term of fieldwork, and revise it, as necessary, in conjunction with the student’s educational agreement. I understand that any revisions to this contract are subject to the approval and signature of the School’s field liaison.

_________________________________________ Date: ________________

Student signature

_________________________________________ Date: ________________

Employment Supervisor signature

_________________________________________ Date: ________________

Proposed Field Instructor signature

7. :OFI approval:

_________________________________________ Date

Field Educator signature

_________________________________________ Date

Field Director’s signature

8. Date contract copy sent to field liaison: ________________________________