OFFICE OF FIELD INSTRUCTION
Employment-Based Field Placement Proposal Policy and Guidelines
(Application Form on page 3)

The relationship between education and employment is central to the evaluation of an employment-based field placement proposal. The achievement of learning and educational objectives is the central foci involved in the consideration of an employment-based field placement proposal. In addition, the Council on Social Work Education guidelines must be included at all times. The employment-based field placement proposal must demonstrate that educational time will be protected and that the educational and learning objectives of the fieldwork will be accomplished within the perimeters of the Office of Field Instruction policies and requirements.

If a student wishes to request a field placement in a fieldwork site in which he/she will be simultaneously employed, the following requirements listed below must be met. Signatures indicate that all parties have read and understood all stated policies, and requirements. All proposals must be submitted on the attached form. All inquiries regarding employment-based field placement proposals should be directed to the Director of Field Instruction.

Requirements

1. The fieldwork site must be approved by the Office of Field Instruction. All required paperwork including an Affiliation Agreement and a site visit must be completed prior to the start date of the field placement.

2. The field instructor must have an MSW degree, a minimum of two-years post-masters experience, hold a Licensed Master Social Work (LMSW) license, and have been employed at the fieldwork site a minimum of one-year. The State of Michigan licensing law requires anyone who calls themselves a social worker (micro and macro practice levels) to be licensed.

3. The student’s field placement must be in a different program than the program where they are employed in the fieldwork site.

4. The student’s field instructor and employment supervisor and must be different people.

5. The student’s employment hours and field hours must be clearly defined and delineated.

6. The student must have been employed by the fieldwork site for minimum of 60-days prior to submitting an employment-based field placement proposal.

7. Students must log the same number of field hours in an employment-based field placement as in a non-employment-based field placement.

8. The focus of the field placement must be on meeting the student’s learning and educational objectives. Learning opportunities need to exceed present job skills and knowledge.

9. Field credits will not be granted for previous professional work experience (Council on Social Work Education requirement).

10. Retroactive approvals for employment-based field placement proposals will not be granted.

11. In general, Advanced Standing students are not allowed to complete a placement at their current or previous place of employment. These proposals will be evaluated on a case-by-case basis.
12. Employment-based proposals that request a field placement in the same fieldwork site for both placements (20-month students) is highly unusual. Exceptions will be evaluated on individual merits as related to the School’s expectations and the Council on Social Work Education guidelines. A student may petition for an exemption to this policy in the case of employment at a large diverse site that can demonstrate the ability to offer two distinct learning opportunities for the student.

13. The fieldwork site Director or Chief Executive Officer must sign off on all employment-based field placement proposals. It is the fieldwork site’s decision as to what type of compensation the student receives while in placement.

Submission Deadlines

The planning process for an approval of an employment-based field placement proposal can take up to several months, so students are strongly encouraged to complete these forms early. All proposals must be submitted for review and approval to the Director of Field Instruction.

DEADLINES:

First year 20-month students: May 13
16-month students: October 21
Second year 20-month students: February 8
This proposal must be submitted to the Director of Field Instruction for review by the deadlines established below:

**Deadlines:**
- First year 20-month students: May 13
- 16-month students: October 21
- Second year 20-month students: February 8

1. **STUDENT INFORMATION**

Student Name: (print) ______________________________________________________________
E-mail: ___________________________________________________________ ID #: __________________________
Phone: (H) _______ (W) _______ (C): __________________________

Curriculum Track:  
- [ ] 16-month  
- [ ] 20-month

Practice Area:  
- [ ] C/Y  
- [ ] AGING  
- [ ] HEALTH  
- [ ] MH  
- [ ] CSS

Practice Method:  
- [ ] IP  
- [ ] MHS  
- [ ] CO  
- [ ] SP/E

I am requesting an employment-based field placement for the following terms:
- [ ] 1st  
- [ ] 2nd  
- [ ] 3rd  
- [ ] 4th

2. **FIELDWORK SITE INFORMATION**

Fieldwork Site Name: _____________________________________________________________
Address: __________________________________________________________________________

____________________________________________________________________________________

Telephone: ___________________________  Website: ___________________________
FAX: _______________________________

Fieldwork Site Director/CEO Name (print): ______________________________________________
E-Mail: __________________________________________

If the fieldwork site is not a currently UM SSW OFI approved site, all paperwork must be completed prior to approval of the placement. Forms are found here: [http://ssw.umich.edu/programs/msw/ofi/forms-agencies.html](http://ssw.umich.edu/programs/msw/ofi/forms-agencies.html).

3. **STUDENT'S CURRENT EMPLOYMENT INFORMATION**

Name of Department/Program: _______________________________________________________

Position Title: _________________________________________________________________

Hire Date: ____________________________

Current Supervisor: _____________________________________________________________

Supervisor’s Telephone: ____________________________  E-Mail: __________________________

Supervisor’s Hire Date: ________________  FAX: ________________________________
Provide Brief Description of Student’s Current Employment Tasks/Roles/Functions/Responsibilities (or attach a copy of your current job description): __________________________________________________________

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4. STUDENT’S PROPOSED FIELD PLACEMENT INFORMATION

Proposed Field Placement Department/Program: ________________________________

Address: __________________________________________________________________

Proposed Field Instructor’s Name: ____________________________________________

Job Title: ___________________________ E-Mail: ________________________________

Telephone: ________________________ FAX: ________________________________

Field Instructor must complete an Agency Field Instructor Application form and attach a current resume.
http://www.ssw.umich.edu/shared/forms/a_field_instructor.pdf

Provide a brief description of the student’s proposed field placement tasks/roles/functions/responsibilities:
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Provide a proposed weekly schedule, indicating what days and hours will be employment responsibilities and what days and hours will be field instruction responsibilities (F).

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Comments: ____________________________________________________________
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4. REQUIRED SIGNATURES

The signatures below indicate that:

- The foregoing information is accurate.
- All parties will adhere to the University of Michigan School of Social Work Office Field Instruction Employment-based Field placement Proposal Policy and Guidelines.
- All parties will support the academic needs of the employee/student that go beyond and are in addition to the ordinary requirements of the employment.

This proposal will be reviewed prior to each term of fieldwork, and revised as needed in conjunction with the student's Educational Agreement. All revisions to this proposal are subject to the review and approval of the student's assigned Field Liaison.

Student Print Name: ________________________________
Student’s Signature: ________________________________ Date: _______________

Employment Supervisor Print Name: __________________
Employment Supervisor’s Signature: ____________________ Date: _______________

Proposed Field Instructor Print Name: __________________
Proposed Field Instructor’s Signature: __________________ Date: _______________

Fieldwork Site Director/CEO Print Name: __________________
Fieldwork Site Director/CEO Signature: __________________ Date: _______________

(FORE OFFICE USE ONLY)

☐ APPROVED
☐ NOT APPROVED (if not approved, indicate reason):

_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

Director of Field Instruction Signature __________________________ Date

Fieldwork Site Approved (forms, data entry, etc.): ______________