

Indiana University School of Social Work

S555 MSW Social Work Practicum I

Petition for Employment-Based Practicum

TIME COMMITMENT & TASK DESCRIPTION

Students in an employment-based practicum may arrange the standard 20 hours per week or extended 16 hours per week according to the availability of certain learning experiences in the agency. Students do not have to consistently use the same days for fieldwork each week. Required areas with approximate time allocations are as follows:

1. Direct Practice with Teaching Cases/Assignments -- 8 hours/week (hours not cases). It is important to note that these should not be cases the student would be carrying as part of regular employment but teaching cases/assignments selected specifically for the practicum. These may be individuals, groups and/or family cases. Students should carry 4-7 assignments at any given time.
2. Leadership Assignment/Project -- 3-4 hours/week (average). This assignment/project is intended to provide Leadership experiences for students. The particular focus, content and direction of the assignment/project is developed by the field instructor, the student and relevant agency personnel in consultation, as needed, with School field faculty. (See S555 Syllabus)
3. Supervision with the Field Instructor -- 1-2 hour(s)/week.
4. Practicum Support -- 6-8 hours/week. This area includes, but is not limited to process recordings, other case records, staffing, telephone contacts, reading case materials, readings assigned by the field instructor, community/agency meetings and visits and collaborative activities.
5. Total Time Required for Practicum Activities -- 20 hours/week (average). It is the School's preference that, as much as possible, practicum activities are completed during work time. Students in employment-based practica keep a time sheet for practicum activities. The time sheet must be submitted to the student's assigned field liaison. (There is an option to extend the semester practicum by being in the placement for 16 hours per week over a 20 week period. A petition including an amended time schedule should be filed WITH this employment-based petition. **This option is NOT available to Advanced Standing students.**)
6. Field Seminars - This integrative seminar (if offered) is **mandatory**.

PRACTICUM REQUIREMENTS

1. Standard Employment-Based Practicum. The standard arrangement is a placement in a part of the student's employing agency where the student is not already practicing (e.g., a student works in a Day Treatment Program in a mental health center and does the practicum experience in the Outpatient Department). The field instructor must be different from the student's work supervisor.
2. Hardship. An employment-based practicum is permitted when: a) an appropriate educational plan is in place and; b) a hardship exists that limits access to placement in another agency.
3. Determination of Educational Plan. Determination of the appropriateness of the educational plan remains with the School of Social Work. Please refer to the MSW Handbook for criteria for selection of agencies and field instructors as well as objectives and appropriate experiences at the Foundation level.
4. Length of Pre-Practicum Agency Employment. The student must have been employed for at least four (4) months prior to the practicum start date to be considered for an employment-based practicum.

PLANNING PROCESS

Initially, the student's responsibility is to identify the practicum options available in the place of employment and recruit the field instructor. ***The student may confer with the Field Team Member, which consists of assessing a range of possibilities before actual plans are made and a formal petition is submitted.***

1. Steps in the Process

- A. ***Informal processing.*** Discussions with the MSW Field Team Member and the appropriate agency staff may require several weeks. The student will need to take this into consideration in meeting the petition deadline.
- A. ***Presentation of the employment-based petition form.*** The completed petition form must be submitted to the MSW Field Team Member (by the dates indicated) who reviews it and may recommend change.
- C. ***Planning meeting.*** A formal planning/review conference is held within the agency or by telephone conference with the student, the agency supervisor, the field instructor, and an MSW Field Team Member. The participation of the agency executive is invited or may be requested by the School. The Field Team Member may make changes at this time and summarize the content of the meeting before final approval.
- D. ***Approval.*** The MSW Field Team Member, in consultation with relevant faculty and/or staff approves the plan as outlined in the petition.
- E. ***Notification.*** The student is notified of the decision of the MSW Field Team Member. Should the plan be rejected, the student may resubmit a revision of the plan.

Deadline: _____

Indiana University School of Social Work S555 MSW PRACTICUM I EMPLOYMENT-BASED PETITION FORM

Date: _____

(Please type)

Student-Employee Information

Full-Time

Part-Time

Name: _____

Student's Job Title _____ Phone # _____ Starting Date _____

Current Supervisor: _____ Phone # _____ E-mail : _____

Supervisor's Title: _____

Describe Student-Employee's Current Job Responsibilities:

Agency Information

Agency Name: _____

Address: _____

City, State, Zip _____

Telephone & Extension _____ FAX: _____

Agency Executive's Name _____

Agency Executive's Title _____

Proposed Intermediate Practicum

_____ Advanced Standing (240)

_____ Standard (320 hours)

Placement Options:

_____ **One Semester** – 20 hours per week for 16 weeks (Total of 320 hours)

_____ **One Semester Extended** –16 hours per week for 20 weeks (Total of 320 hours)

_____ **One-Semester Advanced Standing** – 16 hours per week for 15 weeks (Total of 240 hours)

Proposed Practicum Information

1. Description of the proposed practicum (be specific):
2. Agency department or service in which practicum will take place: ***(Please provide a COMPLETE ADDRESS AND PHONE NUMBER of actual placement site)***.
3. Specific nature of practicum client population:
4. Types of interpersonal practice being proposed (individual, group, family):
5. Leadership activities being proposed (must not be more than 25% of practicum time):
6. Please specify how the practicum activities will differ from current job responsibilities:
7. Describe the diversity issues present in the client population or agency services in which the student will be working. How will the School's objectives on diversity be met in this practicum?
8. Can any scheduling difficulties, limited access to clients, role conflicts or other problems be foreseen? If so, how can these problems be resolved?

Proposed Practicum Schedule

An employment-based practicum requires that each student participate in the field practicum for 20 hours per week during the Spring semester. The time is to be divided as follows.

Direct practice with teaching cases	8 hours/week minimum
Leadership	3-4 hours/week minimum
Supervision from the field instructor	1-2 hours/week minimum
Practicum support (i.e. process recordings, Staffing, reading case materials, collaborative activities, etc.)	6-8 hours/week minimum
Field Seminars (If Offered)	3 hours/month

The practicum activities are to be as different from usual work activities as is possible. The School's preference is that as much of the practicum as possible be on work time.

Describe the schedule of your activities, assignments in the practicum and when they are expected to occur:

Example: 20 hours per week practicum in adult outpatient services. (You work on inpatient unit).
 --outpatient office 4-8 PM, M, T, W, Th = 16 hours
 (will co-lead group on Th, carry 3-5 individual, couple, family cases)
 --1 hour supervision M = 1-2 hours
 --staffing W 3-5 = 2 hours
 --support activities W and Th = 4-5 hours.

ACTIVITY	HOURS PER WEEK
_____	_____
_____	_____
_____	_____

Field Instructor

- A. The field instructor must have a Master's Degree from an accredited School of Social Work, a minimum of two years post-master's degree practice experience. Further information is in the MSW Handbook. The field instructor may NOT be the student's work supervisor or have supervised the student in a previous field placement.
- B. Field Instruction Information (to be completed by the proposed field instructor).

Proposed Field Instructor's Name: _____

Proposed Field Instructor's Title: _____

MSW	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
ACSW	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
LCSW	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
LSW	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Field Instructor's Phone Number: _____

Field Instructor's E-Mail Address: _____

What is your current relationship with this student?

Signatures

Field Instructor

I have reviewed the criteria for the initial selection of the field instructor and I believe I meet the criteria. I am prepared to join with the IU School of Social Work in developing an educational plan and in providing practicum instruction for (name of student) _____

Signature of Nominated Field Instructor _____

Date _____

Agency Concurrence

A. The criteria for participation of the agency and selection of the field instructor are described in the MSW Comprehensive Handbook.

B. Agreement.

I have reviewed the Criteria for Participation of an Agency as a Field Instruction Site and the requirements regarding the utilization of social work employment to meet foundation MSW Practicum requirements set forth by the Indiana University School of Social Work. The School's expectations can be met within this agency and I am prepared to join with the School of Social Work in planning an appropriate field practicum for (student)_____.

Based on the School's Criteria for Selection of Field Instructors, I agree that (proposed field instructor _____) _____ meets the stated field instructor criteria.

Signature of Agency Executive

Date

Planning Session – TO BE COMPLETED BY IUSSW FIELD COMPONENT FACULTY

Date of Planning Meeting: _____

Meeting Place [] At Agency [] Over Phone [] Other (Please Specify)

Persons attending/participating in placement planning meeting

_____	_____
_____	_____
_____	_____

Student's identified learning needs:

- 1.
- 2.
- 3.
- 4.
- 5.

USEFUL INFORMATION FOR THE FIELD LIAISON (examples: potential impact of agency dynamics on placement, student's assignments, etc.):

Summary comments:

Directions to the agency:

Recommendation for approval of petition:

MSW Field Team Member

Date

9. School Concurrence

This petition has been reviewed by the MSW Senior Field Coordinator and is approved

MSW Senior Field Coordinator

Date