

Deadline _____

Indiana University School of Social Work CONCENTRATION EMPLOYMENT-BASED PRACTICUM PETITION FORM

Date: _____

Student-Employee Information. (Please type)

Full-Time Employment _____ Part-Time Employment _____ Start Date: _____

Name: _____ Email: _____

Student's Job Title: _____

Work Phone #: _____ Home Phone #: _____

Current Supervisor: _____

Supervisor's Title: _____

Phone #: _____

Email: _____

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 Concentration Practicum

_____ Child Welfare

_____ Health

_____ Mental Health & Addictions

_____ Leadership

_____ School Social Work

Proposed Practicum Information

1. Provide a general description of the proposed practicum.
2. Identify the agency department or program in which practicum will take place. (***Please provide a COMPLETE ADDRESS AND PHONE NUMBER of actual placement site.***)
3. What is the specific nature of client population that you will serve throughout your practicum?:
4. Describe your proposed practice experiences and how they relate to your chosen concentration area. This outline should include major planned tasks, projects and assignments. Be as specific as possible. Attach a separate sheet if needed.
5. Please specify how the practicum activities will differ from your current job responsibilities.
6. 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?
7. Can any scheduling difficulties, limited access to clients, role conflicts or other problems be foreseen? If so, how can these problems be solved?

Practicum Schedule

Schedule for Practicum II/III experience (a minimum of 640 practicum hours are required):

_____ 20 hours/week for 32 weeks

_____ 16 hours/week for 16 weeks; 24 hours/week for 16 weeks

_____ Extended, 16 hours/week for 40 weeks

Explanation – Task/Time. An employment-based practicum requires that each student participates in the field practicum for a minimum of 16 hours per week. The time is to be divided as follows.

Direct practice with teaching cases	8-15 hours/week
Supervision from the field instructor	1-3 hours/week
Practicum support (i.e. process recordings, staff meetings, reading case materials, collaborative activities, etc.)	4-8 hours/week

A comparable breakdown of time for a Leadership practicum would be:

Major projects/assignments	8-15 hours/week
Supervision from the field instructor	1-3 hours/week
Practicum support (i.e. documentation, readings related to projects, agency meetings, collaborative activities, etc.)	4-8 hours/week

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.

First Semester: _____ hours per week

_____	_____
_____	_____
_____	_____

Second Semester: _____ hours per week

_____	_____
_____	_____
_____	_____

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

Hardship/Employment-Based Practicum Rationale

Describe the nature of the hardship for which an employment-based practicum is requested. What are the circumstances that jeopardize your completion of the MSW program if you do not complete your practicum in your place of employment? *(If necessary, please use a supplementary page to explain circumstances).*

Field Instructor

The field instructor must have a Master’s Degree from an accredited School of Social Work and a minimum of two years post-master’s degree practice experience. It is required that a field instructor NOT be the student’s regular work supervisor and must not have been a previous field instructor for the student. Field Instructors are expected to attend an orientation to prepare for the experience.

Field Instruction Information (to be completed by the proposed field instructor).

Proposed Field Instructor's Name: _____

Proposed Field Instructor's Title: _____ MSW Yes No

Field Instructor's Phone Number: _____

Field Instructor's E-Mail Address: _____

What is your current relationship with this student?

School and year MSW earned: _____

Present job responsibilities: _____

Signatures

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

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

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 (name of proposed field instructor) _____ meets the requirements to serve as a field instructor.

Signature of Agency Executive

Date

Planning Session – TO BE COMPLETED BY IUSSW FIELD 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:

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

8. School Concurrence

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

MSW Senior Field Coordinator

Date