**Employment-based Practicum Placements**

**Overview**

Employment-based practicum placements are an option for students already employed at social service organizations who wish to use their current employment position as their practicum site. Student assignments and employee tasks may qualify as field hours when directly linked to social work competencies and level of practice. These criteria can also be met by having students take on additional and/or new opportunities at the agency outside of their employment position.

**Requirements**

* The employing agency must qualify as a practicum site under requirements established by the Office of Field Education as outlined in the Field Practicum Manual.
* CSWE guidelines relevant to employment-based practicum placements must be adhered to by the student and the employing agency. This policy states that practicum tasks, clients, and assignments can be the same as their employment position as long as tasks have clear linkages to the nine social work competencies and their associated behaviors.
* Students must have an identified supervisor (field instructor) that oversees their practicum hours. The designated field instructor must be approved by the Office of Field Education. The field instructor must have an MSW or BSW from a CSWE-accredited institution with two (2) years of post-MSW or post-BSW social work experience. Field education supervision may be provided by the same supervisor if field education supervision is distinct from employment supervision.
* Agency must be willing to allow the student/employee to attend weekly Field Seminar.
* Agency must be willing to facilitate educationally-focused field placement experiences and connect the student to learning opportunities within the agency to fulfill all nine (9) required competencies.
* The student is required to complete 430 hours of Practicum. The learning experiences assigned for the student must meet the requirements of the Kansas State University social work program and the nine (9) social work competencies.

**Process for Requesting an Employment-based Practicum**

Students interested in employment-based practicum placement must first seek approval from their supervisor at their place of employment. Students should then meet with their designated Field Education faculty to discuss interest in employment-based placement.

An employment-based practicum application should then be completed and include the proposed learning opportunities for the student. The application will be reviewed by the Office of Field Education, who will inform the student as to whether their application has been approved.

**Completion of the Placement**

Practicum hours for employment-based placements start once practicum starts for the academic year. No past work experience can count for credit and/or practicum hours. Students must be approved to begin placement before they can begin to accrue hours.

The practicum placement must achieve all of the placement objectives for a social work student. Students approved to complete an employment-based practicum will be monitored closely by the Office of Field Education, similarly as students in non-employment-based practicum placements – including, but not limited to, two site visits by the faculty liaison, submission of weekly learning journals, completion of mid-semester and final evaluation by the field instructor, and submission of learning agreement. All terms of the employment-based practicum placement agreement must be adhered to by the student and by the employing agency.

Students are required to receive one hour of supervision weekly from their field instructor focused on specific competencies and social work practice. This supervision time should not include oversight of job-specific tasks not related to social work practice. In situations where students have the same practicum and employment supervisor, students will be required to document in their weekly journal specific practicum-related topics discussed during their weekly practicum supervision hour.

**Termination of the Employment-based Practicum**

Employment-based practicum placements carry a risk that the student may be terminated from their place of employment or choose to resign from their employment position during the practicum period. An employment-based practicum student should communicate in a timely fashion with the Office of Field Education if they have a change in employment at their employment-based practicum site. In this situation, the Office of Field Education will work with the student to identify an alternate placement that meets the course requirements. However, given the time-intensive process of finding eligible practicum placements and limited supply of eligible practicum placements, the Office of Field Education cannot guarantee that an alternate practicum placement will be readily available. This may impact the student’s completion of the practicum course, which could result in the student taking an incomplete grade and finishing their practicum hours in a future semester once a placement becomes available or receiving a grade of no-credit for their Field Experience course.

**Employment-Based Practicum Application**

**Student Information**

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| **Name:** | **Email:** |
| **Practicum Semester:** | **Phone:** |

**Agency Information**

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| **Name:** |
| **Address:** |
| **Mission statement:** |
| **Agency Director:** | **Director Email:** |
| **Website:** | **Phone:** |

**Student’s Current Employment Information**

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| **Current Position Title:** |
| **Name of Department/Program:** |
| **Hire Date:** |
| **Current Supervisor:** |
| **Supervisor Email:** |
| **Supervisor Phone:** |
| **Description of current job responsibilities:** |

**Proposed Practicum Placement**

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| **Field Practicum Department/Program within Agency:** |
| **Field Instructor:** |
| **Field Instructor Title:** |
| **Field Instructor Email:** |
| **Field Instructor Phone:** |

**Practicum Learning Requirements**

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| 1. **Discuss your rationale for completing your field practicum at your place of employment.**
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| 1. **Provide a brief description of your proposed field practicum tasks and responsibilities.**
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| 1. **Describe how your field tasks will be different from or the same as your employment tasks.**
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