**FORM E**

**PROPOSAL AND AGREEMENT FOR**

**PRACTICUM IN PLACE OF EMPLOYMENT**

**(Boxes will expand as you type)**

1. **STUDENT INFORMATION**

|  |  |
| --- | --- |
| Date Submitted: |  |
| Student Name: |  |
| Email: |  |
| Local Address or Permanent Address: |  |
| Telephone (cellular): |  |
| Telephone (work): |  |

**2. EMPLOYED AGENCY/SCHOOL INFORMATION**

|  |  |
| --- | --- |
| Name of Agency/School: |  |
| Address: |  |
| Telephone: |  |
| Contact person: |  |

**3. STUDENT’S EMPLOYMENT INFORMATION**

|  |  |
| --- | --- |
| Position title and function (description of duties) |  |
| Length of time in the position: |  |
| Name of immediate supervisor: |  |
| Description of client population served: |  |

**4. PROPOSED PRACTICUM**

|  |  |
| --- | --- |
| Position title and function (description of duties and focus of practicum): |  |
| Address of practicum: |  |
| Client population served: |  |
| Agency Field instructor: |  |
| Semester(s) and year (s) |  |

**5. PROPOSED ASSIGNMENTS TO MEET COURSE OBJECTIVES**

Please note that students must develop a “preliminary” learning contract. This document will be used to as a tentative plan as you move forward.

|  |
| --- |
| List and describe potential practice experiences and/or projects that could be assignments in the practicum that are substantially different from the work done as part of your employment. |
| 1.  2.  3.  4.  5. |
| Specify the days of the week and hours of those days that you will dedicate exclusively to the practicum. |

**6. ATTACHMENTS:**

|  |  |
| --- | --- |
|  | Current resume of proposed field instructor |
|  | Agreement for Practicum in Place of Employment signed by the agency/school director/administrator |
|  | Student’s most recent job description |
|  | Student’s most recent performance evaluation or a signed statement on agency/school letterhead verifying that the student is an employee in good standing. |

**AGREEMENT FOR PRACTICUM IN PLACE OF EMPLOYMENT**

|  |  |
| --- | --- |
| Name of Student: |  |
| Date of Agreement: |  |
| Practicum dates: |  |
| Agency/School: |  |
| Agency/School address |  |
| Student’s current  position and program: |  |
| Practicum program in agency/school: |  |
| Field Instructor-MSW: |  |
| Field Instructor telephone: |  |
| Field Instructor email: |  |

The following criteria for a for field placement with this student in this agency are as follows:

* This agency/school has a qualified staff member who can serve as the field instructor who is not the designated supervisor for the job the student regularly performs as an employee of the agency/school. The field instructor must be approved by the Director of Field Education.
* This agency has a different program and/or learning assignments that will provide the student with practice experiences different from his/her current job position.
* This field instructor will provide a minimum of one hour per week of formal supervision to the student and will be available for ad hoc instruction as needed.

**Signatures:**

|  |  |
| --- | --- |
| Agency/School Administrator |  |
| Field Instructor-MSW |  |
| Director of Field Education |  |