



Employment-Based Field Practicum Proposal

Use of Employer as a Practicum Site Policy: A student's place of employment will generally not be used as a practicum site. Students requesting an employment-based field placement must submit a petition requesting this consideration. The petition includes extensive information about learning experiences different from current job responsibilities and approval of practicum supervisor (different from the work supervisor) and potential field instructor. A planning meeting including the student, the potential field instructor, the work supervisor, BSW Field Director, and other related parties is held prior to the approval of the petition to determine an appropriate set of learning experiences and learning conditions requisite for an employment-based field practicum. Approval of the employment-based field practicum rests with the BSW Field Director.

Form instructions: This form serves as the petition mentioned in the Policy above. It must be completed by all parties prior to the planning meeting. Please print, fill out, and return this form to Sarah.Bellew@asbury.edu. Once the planning meeting is complete, the BSW Field Director will complete the final approval box and return the form to all parties involved.

Student's Information

Student Name: _____ Date: _____

Practicum Semester & Year: I: _____ II: _____

Student's Current Job Title: _____

Job start date: _____ Hours worked per week: _____

Current Employer Information

Current Employer (Agency): _____

Employer Business Address: _____

Student's Employment Supervisor: _____

Supervisor's Job Title: _____

Supervisor's Phone number: _____ Email: _____

Proposed Social Work Field Instructor Information

Name & Credentials/Degree: _____

Job Title/ Role in Agency _____

Phone number: _____ Email: _____

Describe the nature of the agency, population served, types of services provided:

Each semester's practicum must provide new learning experiences. For each semester, please specify a minimum of three ways in which your practicum responsibilities will differ from those of your regular job. Identify new projects to be implemented or new assignments that differ from your employment position. Alternatively, feel free to attach additional pages of explanation or an updated job description.

Semester One:

1.

2.

3.

Semester Two:

1.

2.

3.

Time must be reassigned from your employment position to undertake new tasks for your practicum placement. Practicum I requires 200 hours (or about 14 hours per week for 15 weeks). Practicum II requires 320 hours (or about 22 hours per week for 15 weeks).

Please identify times of the week that are dedicated to practicum hours and times of the week that are dedicated to regular employment hours:

Required supporting document attachments:

- **Current Job Description**
- **Letter from your employer (immediate supervisor) stating agreement to the practicum proposal plan and stating plan for your current job duties.**

I have reviewed the employment-based practicum proposal and I am in agreement with this proposal.

Student signature

Date

Immediate employment supervisor

Date

Proposed Social Work Field Instructor

Date

Final Approval

Date of planning meeting: _____

Approved: Yes No

Field Director Signature

Date

For Office Use Only

Petition in Student's File: _____

Petition Returned to: _____ Student _____ Field Instructor

_____ Employment Supervisor