

NORTH CAROLINA CENTRAL UNIVERSITY
DEPARTMENT OF SOCIAL WORK
Field Education

Employment-Based Field Placement Guidelines

The relationship between education and employment is central to the evaluation of an employment-based field placement application. The employment-based field placement application must demonstrate that educational time will be protected and that the educational and learning objectives of the fieldwork will be accomplished within the perimeters of Field Education policies and requirements.

If a student wishes to request a field placement in an agency in which he/she will be simultaneously employed, the following requirements listed below must be met. Signatures indicate that all parties have read and understood all stated policies, and requirements. All inquiries regarding employment-based field placement proposals should be directed to the Director of Field Education.

Requirements

1. The agency must be approved by the Director of Field Education. All required paperwork as well as a site visit must be completed prior to the start date of the field placement.
2. The field instructor must have a M.S.W. degree
3. The student's field placement must be in a different program than the program where they are employed in the agency.
4. The student's field instructor and employment supervisor must be different people.
5. The student's employment hours and field hours must be clearly defined and delineated.
6. The student must have been employed by the agency for a minimum of 60-days prior to submitting an employment-based field placement proposal.
7. Students must have the same number of field hours in an employment-based field placement as in a non-employment- based field placement.
8. The focus of the field placement must be on meeting the student's learning and educational objectives. Learning opportunities need to exceed present job skills and knowledge.
9. The agency director or chief executive officer must sign off on all employment-based field placement proposals. It is the agency's decision as to what type of compensation the student receives while in placement.

1. STUDENT INFORMATION (Print)

Student Name: _____
E-mail: _____ ID# _____
Phone: (H) _____ (W) _____ (C): _____

2. AGENCY INFORMATION

Agency Name: _____
Agency Director: _____
Address: _____
Telephone: _____ Website: _____
FAX: _____
E-Mail: _____

3. STUDENT'S CURRENT EMPLOYMENT INFORMATION

Name of Department/Program: _____
Position Title: _____
Hire Date: _____
Supervisor: _____
Supervisor's Telephone: _____ E-Mail: _____
Supervisor's Hire Date: _____ FAX: _____

Provide Brief Description of Student's *Current* Employment Tasks/Roles/Functions/Responsibilities (or attach a copy of your current job description):

4. STUDENT'S PROPOSED FIELD PLACEMENT INFORMATION

Field Placement Department/Program: _____
Address: _____
Field Instructor's Name: _____
Job Title: _____ E-Mail: _____
Telephone: _____ FAX: _____

Field Instructor must complete an Agency Field Instructor Information form and attach a current resume.

Provide a brief description of the student's *proposed* field placement tasks/roles/functions/responsibilities:

If you are seeking to complete your 2nd Year field practicum in the same agency, please provide the following information:

1. Intern tasks/roles/functions/responsibilities of your 1st Year field placement.

2. Field Instructor for your 1st Year field placement:

3. Task Instructor for your 1st Year field placement:

4. Intern Department/Unit for your 1st Year field placement:

5. Intern tasks/roles/functions/responsibilities of your 2nd Year field placement.

6. Field Instructor for your 2nd Year field placement:

7. Task Instructor for your 2nd Year field placement:

8. Intern Department/Unit for your 1st Year field placement:

Provide a proposed weekly schedule, indicating what days and hours will be employment responsibilities and what days and hours will be field instruction responsibilities:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

The signatures below indicate that:

- The foregoing information is accurate.
- All parties will adhere to North Carolina Central University Field Education employment-based field placement guidelines.
- All parties will support the academic needs of the employee/student that go beyond and are in addition to the ordinary requirements of the employment.

This application will be reviewed prior to each term of fieldwork. All revisions to this application are subject to the review and approval of the Director of Field Education.

Student Signature

Date

Employment Supervisor Signature

Date

Proposed Field Instructor Signature

Date

Agency Director/CEO Signature

Date

Director of Field Education Signature
NCCU-Department of Social Work

Date