

WESTFIELD STATE UNIVERSITY - SOCIAL WORK DEPARTMENT EMPLOYMENT-BASED PRACTICUM PROPOSAL

An **employment-based practicum placement** typically involves the employer granting release time for the student to use regular work hours for practicum activities that meet the program's requirements. This type of placement is preferable to an "add-on" placement, which requires additional unpaid hours. Students should carefully consider the feasibility of balancing full-time employment and graduate coursework alongside a 16-20 hour/week practicum, especially in the full-time MSW program.

Regardless of whether the practicum is part of regular employment hours or additional unpaid hours, a separate set of responsibilities and supervision is required within the organization.

Employment-based Placement Proposal Procedures

Students requesting an employment-based practicum must collaborate with the Practicum Education Program and their employer to develop an Employment-Based Practicum Placement Contract. Students are responsible for completing the proposal, obtaining necessary approvals, and securing the required wet signatures from their employer. The Practicum Education Program will then assess the placement by interviewing the student and potentially conducting a site visit if the agency is not an existing WSU practicum partner.

Employment-Based Proposals: Outline the proposed placement based off conversations with the student's employer. Signatures are not required for the first submission of the proposal as it should be presented for feedback from the practicum department prior to finalizing an employment-based contract.

Employment-Based Contracts: Confirmed proposed placement between the student and their employer, after obtaining feedback from student's assigned practicum advisor. Wet signatures are required for this contract. This contract will be reviewed and approved by the practicum department and is only finalized when the student and practicum supervisor receive an approval email from the student's practicum advisor.

Employment-Based Placement Requirements

For an employment-based practicum to be approved, the following criteria must be met:

1. **Employment Status:** The student must ideally have been employed at the organization for at least 3 months before applying for a practicum.
 - Should a student seek employment for a start date that aligns with their practicum start date, their new role & duties may be considered to apply as their practicum duties so long as they are offered 1 supervision hour specific to their practicum experience.
 - All students considering this option, do so with the understanding that should there be a probationary period or issue that results in the student leaving that job the practicum department does not guarantee an alternative option and their practicum could be delayed as a result.
2. **Class Attendance:** The employer must allow the student to attend required classes.
3. **New Learning Opportunities:** The practicum must offer experiences different from the student's current role, with opportunities to work with new client populations, intervention methods, policies, staff, or other aspects of the agency's work.
4. **Practicum Supervisor Qualifications:**

DEPARTMENT of SOCIAL WORK

- The Practicum Supervisor must have an MSW from a CSWE-accredited program and at least 2 years of post-MSW experience. Resumes are required to be submitted to the practicum department.
 - BSW Supervisors are required to have their BSW or MSW
 - Foundation Year Supervisors require only their MSW
 - Advanced Year Supervisors are required to be licensed, LICSW preferred, LCSW at minimum
 - The supervisor must have worked at the agency for at least one year and preferably not be the student's current employment supervisor.
5. **Supervision Requirements:**
- The supervisor must provide **one hour of individual supervision per week** and **one additional hour of group or task-oriented supervision per week**.
 - If the supervisor has not supervised social work students before, the agency must allow them to participate in a practicum orientation and Supervision in Practicum Instruction (SIPI) training. Prior SIPI training from another accredited MSW program may be accepted if it meets WSU's requirements.
6. **Agency Affiliation:** The practicum agency must establish a formal affiliation agreement with the WSU Department of Social Work.

REVIEW THE BSW/MSW PRACTICUM MANUAL TO ENSURE YOU ARE FAMILIAR WITH THE POLICIES AND PROCEDURES OF THE PRACTICUM DEPARTMENT'S PLACEMENT PROCESS.

REVIEW THE PLACEMENT REQUIREMENTS SPECIFIC TO EACH YEAR BELOW.

BSW Student responsible for 400hours over the duration of the academic year.

Averages 14-16hours a week during academic year
Specific start date & schedule decided by student and agency
Supervisor has their BSW or MSW and has been practicing 2 years post-grad

MSW 1st Year Student responsible for 400hours over the duration of the academic year.

Averages 14-16hours a week during academic year
Specific start date & schedule decided by student and agency
Supervisor has their MSW and has been practicing 2 years post-grad

MSW 2nd Year Student responsible for 500hours over the duration of the academic year.

Averages 18-20 hours a week during academic year
Specific start date & schedule decided by student and agency
Supervisor has their MSW and LICSW (LCSW at minimum) and has been practicing 2 years post-grad

**SUBMIT THIS PROPOSAL TO SWPRACTICUMED@WESTFIELD.MA.EDU
OR DIRECTLY TO YOUR PRACTICUM ADVISOR IF ASSIGNED.
DOCUMENTS MUST BE SAVED AS A PDF AS: LAST NAME, FIRST NAME - EB PROPOSAL**

CURRENT EMPLOYMENT

NAME OF AGENCY/COMPANY: _____
CURRENT TITLE: _____

DESCRIPTION OF CURRENT EMPLOYMENT DUTIES:

PROPOSED PRACTICUM PLACEMENT DETAILS

PROPOSED PLACEMENT POSITION (TITLE): _____

PROPOSED PRACTICUM SCHEDULE: _____

PROPOSED NUMBER OF WEEKLY PLACEMENT HOURS: _____

(SHOULD BE BETWEEN 14-20 HOURS EACH WEEK, DEPENDING ON PROGRAM)

WILL CURRENT RESPONSIBILITIES AND/OR WORK HOURS BE ADJUSTED TO ACCOMMODATE THE PRACTICUM PLACEMENT? (i.e. reduced caseload, reduced hours) ☐ YES ☐ NO

WILL YOUR CURRENT EMPLOYMENT SUPERVISOR AND PRACTICUM SUPERVISOR BE DIFFERENT? ☐ YES ☐ NO

DETAIL OF PROPOSED PRACTICUM DUTIES

DETAILED DESCRIPTION OF DIFFERENCES BETWEEN EMPLOYED POSITION AND PRACTICUM POSITION

(i.e. different departments, different clients, different treatment methods, etc)

PROPOSED PRACTICUM INSTRUCTOR/SUPERVISOR:

NAME: _____

POSITION/TITLE: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

LENGTH OF TIME AT EMPLOYMENT-SITE: _____

INSTITUTION AND DATE OF SOCIAL WORK DEGREE:

YEARS OF POST-GRADUATE EXPERIENCE: _____

SOCIAL WORK LICENSE TYPE: _____

SOCIAL WORK LICENSE NUMBER: _____

PREVIOUS EXPERIENCE AS A PRACTICUM INSTRUCTOR/SUPERVISOR:
HERE/WHEN?☐

YES

☐

NO

COMPLETED SEMINAR IN PRACTICUM INSTRUCTION:

☐

YES

☐

NO

****A COPY OF SUPERVISOR RESUME MUST BE SUBMITTED******REQUIRED SIGNATURES:**

Wet signatures below indicate agreement to the Employment-Based Practicum Placement Requirements and Specific Proposal listed in the above document.

Please note that the proposal is only approved as an employment-based practicum placement when first reviewed and approved by practicum staff and then signed by the student, required employer representatives, and WSU Practicum Education Staff.

WSU Practicum Education Staff may request additional information and/or site visits in consideration of this application. **PLEASE SIGN AND DATE.**

STUDENT: _____

CURRENT EMPLOYMENT SUPERVISOR: _____

EMPLOYMENT MANAGER: _____

WSU PRACTICUM STAFF: _____

Competency 1: Demonstrate Ethical and Professional Behavior

- a. make ethical decisions by applying the standards of the National Association of Social Workers Code of Ethics, relevant laws and regulations, models for ethical decision making, ethical conduct of research, and additional codes of ethics within the profession as appropriate to the context;
- b. demonstrate professional behavior; appearance; and oral, written, and electronic communication;
- c. use technology ethically and appropriately to facilitate practice outcomes; and
- d. use supervision and consultation to guide professional judgment and behavior.

Competency 2: Advance Human Rights and Social, Racial, Economic, and Environmental Justice

- a. advocate for human rights at the individual, family, group, organizational, and community system levels;
- b. engage in practices that advance human rights to promote social, racial, economic, and environmental justice

Competency 3: Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice

- a. demonstrate anti-racist and anti-oppressive social work practice at the individual, family, group, organizational, community, research, and policy levels; and
- b. demonstrate cultural humility by applying critical reflection, self-awareness, and self-regulation to manage the influence of bias, power, privilege, and values in working with clients and constituencies, acknowledging them as experts of their own lived experiences.

Competency 4: Engage in Practice-Informed Research and Research-Informed Practice

- a. apply research findings to inform and improve practice, policy, and programs; and
- b. identifies ethical, culturally informed, anti-racist, and anti-oppressive strategies that address inherent biases for use in quantitative and qualitative research methods to advance the purposes of social work.

Competency 5: Engage in Policy Practice

- a. use social justice, anti-racist, and anti-oppressive lenses to assess how social welfare policies affect the delivery of and access to social services; and
- b. applies critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, racial, economic, and environmental justice.

Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

- a. apply knowledge of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, to engage with clients and constituencies; and
- b. use empathy, reflection, and interpersonal skills to engage in culturally responsive practice with clients and constituencies.

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

- a. apply theories of human behavior and person-in-environment, as well as other culturally responsive and interprofessional conceptual frameworks, when assessing clients and constituencies; and
- b. demonstrate respect for client self-determination during the assessment process by collaborating with clients and constituencies in developing a mutually agreed-upon plan.

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

- a. engage with clients and constituencies to critically choose and implement culturally responsive, evidence-informed interventions to achieve client and constituency goals; and
- b. incorporate culturally responsive methods to negotiate, mediate, and advocate with and on behalf of clients and constituencies.

Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

- a. select and use culturally responsive methods for evaluation of outcomes; and
- b. critically analyze outcomes and apply evaluation findings to improve practice effectiveness with individuals, families, groups, organizations, and communities.