

Practicum Placement at Work Setting

BSW students may request to do their practicum placement at their place of employment. To be considered for a practicum placement in an agency of employment, a student must prepare and submit for approval, a “Proposal for Practicum Placement at Work Setting”. Components of the Work Proposal are listed below. Work Proposals must be submitted to the appropriate staff in the practicum office and will be considered complete when all required parts are submitted. Deadlines for Proposals for Practicum Placements at Work Setting are posted on the School of Social Work Practicum Education [webpage](#).

The work proposal must be well articulated and will not be considered if the work is not aligned with the respective social work competencies. The student must have assignments and duties that meet criteria of the BSW Senior learning contract objectives. The student must have been employed by the agency for a minimum of 90 days and be in good standing in order to be eligible for approval of the work proposal.

The practicum instructor for a student seeking a work-setting practicum placement must hold an MSW degree from a CSWE-accredited institution, and have at least two years of post-MSW practice. In the event that the student’s practicum instructor is their direct supervisor; the supervisor must ensure that the employment and internship supervision are distinct and held at separate times. Assignments of practicum instructors within the work setting must comply with the NASW policy on dual relationships. Students must describe their relationship with the proposed practicum instructor. Students are required to disclose any prior relationships and to discuss potential conflicts.

The primary practicum instructor should be available for supervision at minimum for one hour a week. The MSW practicum supervisor should assure that the student receives an additional hour of supervision from the same MSW or other on-site supervisors, either individually or in a group setting. Under no circumstances will the student pay for the services of a practicum instructor.

Proposal for Practicum Placement at Work Setting

Students who wish to negotiate special arrangements for a practicum placement at their current place of employment must use the outline below to complete their proposal and submit it to the Director of Practicum Education for approval. Work Proposals are read and reviewed by the Practicum Committee. Deadlines for submitting completed proposals are posted on the School of Social Work Practicum Education [webpage](#).

The proposal should be submitted as determined by the Office of Practicum Education and include the following information:

- **Student Name**
- **Student Address**
- **Student Telephone**
- **Student RIC email**
- **Resume**
- **When student is asking to complete the practicum placement** (e.g. Academic year 2022-2023)
- **Name and Address of agency including telephone phone number and website**
- **Description and mission of agency** (only if no website is available)
- **Student Employee Status, including:**
 - Job title and function
 - Client population served (who are the clients)
 - Current schedule (days and hours) *student can only apply required weekly number of hours towards field placement in accordance with their internship level*
 - Length of time employed in this capacity
 - Name and contact information for immediate supervisor, including their role in Agency
- **Proposed practicum placement experience, including:**
 - Job description that includes detailed overview of proposed tasks to be completed as part of the internship; showing clear linkages to the nine social work competencies as outlined in the corresponding BSW Senior Year [Learning Contract](#)
 - Name, contact, resume/CV of proposed MSW supervisor (if different from immediate supervisor). MSW supervisor (field instructor) must hold an MSW degree from a CSWE accredited program; with 2 years post-graduate experience to supervise a BSW intern.
 - Please note: Employee agencies must comply with practicum education requirements for supervision of students, either through a separate qualified supervisor or by the program assuming responsibility for reinforcing a social work perspective. The School of Social Work will not be responsible for arranging MSW off-site supervisors for the work proposal option.

- **Letter on agency letterhead from an administrator who oversees student's employment department that states:**
 - Student's date of hire
 - Student is an employee in good standing
 - Administrator has reviewed the proposal and approves the student maintaining a dual role as employee and intern for the time period of the practicum placement
 - Administrator approves the plan for separate employment and supervision hours

- **Proposed Practicum Instruction Learning Objectives; Assignment/Range of Tasks to Meet Learning Objectives; Proposed Practicum Supervision schedule.** It is important that students take time to develop a "mini" learning contract using the learning objectives outlined in the BSW Senior Year practicum contract.
 - List and describe potential social work practice involvement and/or projects that could be implemented at the agency that meet the social work competencies accordingly
 - Develop a list of proposed practicum instruction learning objectives.
 - Proposed internship and employment supervision schedule

Termination of Employment

If a work proposal is approved, it is expected that the student will remain employed in this respective position with their approved employment agency for the duration of the practicum placement. The office of Practicum Education is not responsible to arrange practicum internships for students in work proposal placements who leave their employment voluntarily during the academic year for which their work proposal was approved for. In the event of an involuntary termination of employment, (not due to performance issues or seeking other opportunities) such as a layoff; the office of Practicum Education will work with the student to make appropriate arrangements for another practicum placement.