

**ECU College of Human Ecology  
School of Social Work  
Field Education**

**Guidelines  
Employment-Based Field Education Placement *or*  
Single Placement Option**

1. Employment Based Field Education placements or Single Placements Option placements must provide significant new learning each semester. If the placement is employment based, this new learning must be clearly defined and separate from current job responsibilities.
2. Activities must be congruent with the student's level of practice in their program, i.e. BSW, Foundation level MSW, or Advanced level MSW.
3. Each student must have a qualified field instructor. To qualify, field instructors must hold a social work degree and from a CWE accredited school and have at least two years of practice experience after graduation. BSW social workers may supervise BSW students; MSW social workers may supervise BSW or MSW students. An LCSW is not required.
4. Field Assignments and instruction must be educationally focused and clearly described in the student's Learning Agreement.
5. Supervision will follow the "Field Education Supervisory Guidelines" in the Field Education Manual.
6. A student must have been employed for at least 3 months at an agency for an employment based placement to be considered. Any request for an exception to this guideline will be considered on a case by case basis.
7. All employment-based and single placement requests must be approved by the Field Office.

*Helpful Links:*

1. School of Social Work (<http://www.ecu.edu/che/socw/>)
2. Field Education Office (<http://www.ecu.edu/che/socw/field.html>)
3. Field Education Manual (<http://www.ecu.edu/che/socw/docs/Field%20Manual12-01-2006.pdf>)



College of Human Ecology  
School of Social Work  
Field Education

Application  
Employment – Based/Single Placement Option

**I. Student Information**

(a) Your Name: \_\_\_\_\_

Check one: BSW \_\_\_\_\_ MSWI \_\_\_\_\_ MSWII \_\_\_\_\_ Advanced Standing \_\_\_\_\_

Year \_\_\_\_\_ Semester \_\_\_\_\_

Cohort: On Campus \_\_\_\_\_ Off Campus (please list site) \_\_\_\_\_

**II. Agency Information**

(a) Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

(b) **Agency Director**

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Phone Email

(c) **Field Ed Contact Person for Agency**

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Phone Email

**(d) Your Current Supervisor**

Name	Title
Phone	Email

**(e) Proposed Field Instructor** *(Please retain a copy of this application for your records.)*

Name	Title
Phone	Email

Degrees (please note year obtained):      BSW \_\_\_\_\_ MSW \_\_\_\_\_

*Please note* – Field Instructors must have the degree equivalent to or greater than the student, a BSW or MSW for BSW students, an MSW for MSW students. Field Instructors must be at least two years post graduation. See Guidelines on page 1.

***Attach a copy of the proposed Field Instructor's resume to this application.  
Your application is incomplete without this resume and cannot be approved.***

**(f) Proposed Task Supervisor**

If the person directly supervising the student does not have the required social work degree, that person can be designated the Task Supervisor. If applicable, please provide the Task Supervisor's information below.

Name	Title
Phone	Email

Degrees/Licensure or Certification \_\_\_\_\_

### III. Proposed Field Placement Information

The Field Education placement must be new learning and must be different from your current responsibilities. Please be sure that the information below is complete and clearly shows the new learning activities.

(a) **If employed, attach a copy of your current job description to this application. Your application is incomplete without this and cannot be approved.**

(b) **Briefly describe your current job or placement responsibilities**

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(c) **Describe your proposed field placement**

Describe the new responsibilities and activities you propose for your field placement. Be specific and detailed. Describe the client demographics, needs and issues, target number of groups/clients/cases, activities, services provided, frequency of services, areas of a practice, treatment modalities, etc.

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(d) **IMPORTANT** - Please specify how your placement activities will be different from your current responsibilities:

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(e) **If this is an employment based placement, and you will still be responsible your current job or some of your current clients, please complete the information below.**

Indicate what days and hours will be dedicated to your current job responsibilities and what days and hours will be dedicated to field placement activities. Use a **J** for your job hours and **F** for field hours. Be sure to indicate the hours you will be working for each time segment.

*Remember not to schedule job or field hours during your classes.*

	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
<b>Morning</b>							
<b>Afternoon</b>							
<b>Evening</b>							

Describe how you will assure clear boundaries between your field placement and work role ( e.g. separate work location, communication to agency staff, etc.)

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#### IV. Field Placement Assignment Form

The undersigned agree to the social work field placement as described above and are prepared to work with the School of Social Work at East Carolina University in providing an internship for this student that provides significant new learning consistent with the expectations of the School.

Signature of Agency Director or Representative	Date
Signature of Proposed Field Instructor	Date
Signature of Current Supervisor	Date
Signature of Student	Date

#### V. School Review – (to be completed by the school)

- \_\_\_\_\_ Application for Field
- \_\_\_\_\_ Student's Current Job Description
- \_\_\_\_\_ Resume of Proposed Field Instructor
- \_\_\_\_\_ Signature of Agreement by Agency Director or Representative
- \_\_\_\_\_ Signature of Agreement by Field Instructor
  
- \_\_\_\_\_ This Proposal has been reviewed and approved by the Office of Field Education
- \_\_\_\_\_ This Proposal has been reviewed and rejected by the Office of Field Education  
(Reasons for rejection attached)

Signature of Field Office Representative	Date
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