Own Agency Placement (OAP) - Policy

Overview:

Traditionally, Social Work field placements are educationally focused, unpaid training experiences in social work settings which are selected on the basis of the student's level and/or concentration in their program of studies. There are rare situations, however, where a student may be employed in a social work setting which meets the standards for a field placement, and which can be accepted by the Office of Field Education as an own agency placement for either a BSW or MSW student.

The student cannot utilize his/her current paid employment as the field placement but could possibly complete the field placement in another department or aspect of the agency. The agency must be large enough for the separation of the student's current job responsibilities and the proposed field placement social work activities. For example, a student who works as a medical clerk in a hospital could potentially complete his/her field placement in the social work department working with oncology patients.

The guiding principle for the decision to accept an Own Agency Placement is that the field placement experience must constitute new learning, appropriate BSW/MSW supervision for student level, and an opportunity to apply theories and knowledge from the classroom in a practice setting. This **new learning opportunity** must meet our established guidelines for field placements.

An Own Agency Placement may only be utilized as a field placement site when **all** of the requirements below are met:

Requirements for an Own Agency Placement-OAP

- The proposed agency must meet the same criteria as other approved School of Social Work field agencies as stated in the standards set by the Council on Social Work Education (CSWE).
- The agency must be large enough and sufficiently diversified so that the activities must constitute new learning for the student: i.e., a new population, new treatment modalities/methodologies, new field of practice. It must also be located in a different department/unit, different floor, or different site from current position as employee.
- The activities must be congruent with the student's concentration or level (undergraduate/graduate) in the program.
- Students are allowed to do only one field placement at their agency of employment.
- Students must submit the attached application for approval of an Own Agency Placement to be reviewed by the Coordinator of Field Education and Director of the School of Social Work.
- All of the required field hours must take place under the supervision of a new (to the student) BSW or MSW qualified field instructor. The field instructor must meet the standards of our program.
- If the field instructor has never supervised a BSW or MSW student before and/or has never taken formal State of Florida field instructor training, the field instructor is required to attend the School of Social Work's Field Instructors' Supervisory Training (FIST) for 16 hours.

Own Agency Placement (OAP) - Proposal

Review "Policy for Own Agency Placement" prior to beginning this proposal.

The proposal must be completed and submitted to the Field Faculty at the time of your field interview so that the application can be reviewed, approved or disapproved by the Field Faculty and the Coordinator of Field Education, and the decision communicated to the student in a timely manner.

This proposal must be completed by the student and the proposed field instructor.

Student Name:_____ Date:_____

Student Cell Phone:_____ Student E-mail:_____

Level of Student/Field Placement:

- BSW Full-time
- BSW Part-time
- MSW 1st year/Foundation Full-time
- MSW 1st year/Foundation Part-time
- MSW 2nd year/Concentration Full-time
- MSW 2nd year/Concentration Part-time

Agency Name:_____

Agency Address:_____

_____

Agency Phone:_____ Agency Fax:_____

Current Agency Supervisor Name:_____

Agency Supervisor Phone:_____ Agency Supervisor E-mail:_____

Proposed BSW/MSW Agency Field Instructor Name:_____

Agency Field Instructor Phone:_____ Agency Field Instructor E-mail:_____

Proposed Field Instructor Degree:_____ Date Earned:_____

Has the Field Instructor taken the 16-hour Field Instructor Supervisory Training? Yes___No____

If yes, please provide where and when:_____

Your (student) Current Job Title_____Length of employment_____

Unit/Program/Department_____

I currently work___hours/week at my paid job.

During my internship, I will be working___hours/week at my paid job.

All internship hours are completed in addition to your regular work hours.

THE FOLLOWING SECTION IS TO BE COMPLETED BY THE STUDENT INTERN APPLICANT:

Describe your current employment. Describe the tasks and responsibilities currently involved in your job (Attach a copy of your current job description):

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

How will this proposed internship be different from your paid job? (Be specific).

_____
_____
_____
_____
_____

What areas of new and significant learning do you expect to gain as a result of this field placement? (Be specific).

THE FOLLOWING SECTION IS TO BE COMPLETED BY PROPOSED BSW/MSW FIELD INSTRUCTOR:

Proposed Start Date of Field Placement:_____

Title of Proposed Student Field Placement Position_____

Unit/Program/Department_____

Provide a detailed description of the intern's proposed responsibilities and assignments:

Number of cases that would normally be the responsibility of an employee in this capacity, working the same number of hours_____

Number of cases to be carried by this student intern_____

Describe how you will assure clear boundaries between the student's internship and employment, i.e. clarify coverage of student's regular employment duties during internship days, communicate new role to staff, provide separate work location, etc.

Describe the learning goals/educational outcomes for this field placement:

SIGNATURES

Print Student's Name _____ Student's Signature _____

Date: _____

Print Current Supervisor's Name _____ Current Supervisor's Signature _____

Date: _____

Print Proposed Agency BSW/MSW Field Instructor's Name _____ Proposed Agency Field Instructor's BSW/MSW Field Instructor's Signature _____

Date: _____

Print Agency Director's Name _____ Agency Director's Signature _____

Date: _____

This section to be completed by the Office of Field Education

Proposal Approved: Yes_____No_____ Date: _____

Field Faculty Signature: _____

Proposal Approved: Yes_____No_____ Date: _____

Committee on Field Education: _____