Employment-Based Field Placement Proposal
(Application Form on page 3)

The relationship between education and employment is central to the evaluation of an employment-based field placement proposal. The achievement of learning and educational objectives is the central foci involved in the consideration of an employment-based field placement proposal. In addition, the Council on Social Work Education guidelines must be included at all times. The employment-based field placement proposal 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 the Office of Field Education policies and requirements.

If a student wishes to request a field placement in a fieldwork site 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 proposals must be submitted on the attached form. All inquiries regarding employment-based field placement proposals should be directed to the Director of Field Education.

Requirements

1. The fieldwork site must be approved by the Office of Field Education. All required paperwork including an Affiliation Agreement and a site visit must be completed prior to the start date of the field placement.

2. The field instructor must have an MSW degree, a minimum of two-years post-masters experience, hold a Licensed Master Social Work (LMSW) license, and have been employed at the fieldwork site a minimum of one-year. The State of Michigan licensing law requires anyone who calls them self a social worker (micro and macro practice levels) to be licensed.

3. The student’s field placement must be in a different program than the program where they are employed in the fieldwork site.

4. The student’s field instructor and employment supervisor and 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 fieldwork site for minimum of 60-days prior to submitting an employment-based field placement proposal.

7. Students must log 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. Field credits will not be granted for previous professional work experience (Council on Social Work Education requirement).

10. Retroactive approvals for employment-based field placement proposals will not be granted.

11. In general, Advanced Standing students are not allowed to complete a placement at their current or previous place of employment. These proposals will be evaluated on a case-by-case basis.
12. Employment-based proposals that request a field placement in the same fieldwork site for both placements (20-month students) is highly unusual. Exceptions will be evaluated on individual merits as related to the School’s expectations and the Council on Social Work Education guidelines. A student may petition for an exemption to this policy in the case of employment at a large diverse site that can demonstrate the ability to offer two distinct learning opportunities for the student.

13. The fieldwork site Director or Chief Executive Officer must sign off on all employment-based field placement proposals. It is the fieldwork site’s decision as to what type of compensation the student receives while in placement.

Submission Deadlines

The planning process for an approval of an employment-based field placement proposal can take up to several months, so students are strongly encouraged to complete these forms early. All proposals must be submitted for review and approval to the Director of Field Education.

**DEADLINES:**

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<th>First year 20-month students:</th>
<th>May 16</th>
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<td>16-month students:</td>
<td>October 17</td>
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<tr>
<td>Second year 20-month students:</td>
<td>February 8</td>
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This proposal must be submitted to the Director of Field Education for review by the deadlines established below:

**Deadlines:**
- First year 20-month students: May 16
- 16-month students: October 17
- Second year 20-month students: February 8

### 1. STUDENT INFORMATION

Student Name: (print) ____________________________________________

E-mail: ____________________________________________ ID #: ____________________________________________

Phone: (H) __________________________ (W) __________________________ (C): __________________________

Curriculum Track:  
- ☐ 16-month
- ☐ 20-month

**Practice Area:**  
- ☐ C/Y
- ☐ AGING
- ☐ HEALTH
- ☐ MH
- ☐ CSS

**Practice Method:**  
- ☐ IP
- ☐ MHS
- ☐ CO
- ☐ SP/E

I am requesting an employment-based field placement for the following terms:

- ☐ 1st
- ☐ 2nd
- ☐ 3rd
- ☐ 4th

### 2. FIELDWORK SITE INFORMATION

Fieldwork Site Name: ____________________________________________

Address:

____________________________________________________________________________________
____________________________________________________________________________________

Telephone: __________________________ Website: __________________________

____________________________________________________________________________________

FAX: __________________________

Fieldwork Site Director/CEO Name (print): ____________________________________________

E-Mail: ____________________________________________

If the fieldwork site is not a currently UM SSW OFE approved site, all paperwork must be completed prior to approval of the placement. Forms are found here: [https://ssw.umich.edu/offices/field-education/field-instructor-resources](https://ssw.umich.edu/offices/field-education/field-instructor-resources).

### 3. STUDENT'S CURRENT EMPLOYMENT INFORMATION

Name of Department/Program: ____________________________________________

Position Title: ____________________________________________

Hire Date: __________________________

Current 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

Proposed Field Placement Department/Program:

Address:

Proposed Field Instructor’s Name:

Job Title:

E-Mail:

Telephone:

FAX:

Field Instructor must complete a Field Instructor Application form and attach a current resume. 
https://ssw.umich.edu/offices/field-education/field-instructor-resources

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

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Provide a proposed weekly schedule, indicating what days and hours will be employment responsibilities and what days and hours will be field instruction responsibilities (F).

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Comments: __________________________________________________________
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4. **REQUIRED SIGNATURES**

The signatures below indicate that:

- The foregoing information is accurate.
- All parties will adhere to the University of Michigan School of Social Work Office Field Education Employment-based Field placement Proposal Policy and 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 proposal will be reviewed prior to each term of fieldwork, and revised as needed in conjunction with the student’s Educational Agreement. All revisions to this proposal are subject to the review and approval of the student’s assigned Field Liaison.

**Student Print Name:** _____________________________________  
**Student’s Signature:** _____________________________________  **Date:** _______________

**Employment Supervisor Print Name:** _________________________  
**Employment Supervisor’s Signature:** _________________________  **Date:** _______________

**Proposed Field Instructor Print Name:** ________________________  
**Proposed Field Instructor’s Signature:** _________________________  **Date:** _______________

**Fieldwork Site Director/CEO Print Name:** _____________________  
**Fieldwork Site Director/CEO Signature:** ________________________  **Date:** _______________

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**(FOR OFFICE USE ONLY)**

- [ ] APPROVED  
- [ ] NOT APPROVED (if not approved, indicate reason):

  __________________________________________________________________________

  __________________________________________________________________________

  __________________________________________________________________________

**Director of Field Education Signature**  
**Date:** _______________

**Fieldwork Site Approved (forms, data entry, etc.):** ____________