

University of Memphis - School of Social Work
**REQUEST TO USE EMPLOYMENT AS FIELD PLACEMENT
OR TO OBTAIN EMPLOYMENT AT CURRENT FIELD AGENCY**

Students currently employed in a social service agency/institution or human service organization may complete their field practicum in their current job only if specific conditions are met. Students may also obtain employment at their place of internship; in which case this form needs to be filled out as soon as employment is offered. Approval of plans by the Director of Field Placement is required before the start of the practicum. Specific restrictions include, but are not limited to:

1. Agency meets all requirements for service as a placement site (including, in the case of concentration year if that agency is suitable for the competencies specific to advanced practice).
 - a. If a clinical affiliation agreement is not established prior to the start of the student's semester in which they require a field placement internship, for legal reasons, the student may NOT count hours until the clinical affiliation is in place and fully executed, regardless of whether this request form has been signed/approved.
2. Students are allowed to use their place of employment as a field placement site but can only do so for one of their placement experiences while enrolled at the University of Memphis.
3. Student field assignments and employment tasks **MAY overlap but MUST** have clear links to the social work competencies, including any competencies added by the program, and their related behaviors.
 - a. The field placement must be the primary learning focus of the employment-based internship.
4. The field instructor and employment supervisor of a student may be the same person. In such cases, supervision time for field education learning must be separate from supervision time for employment.
 - a. The field instructor at the employment site must meet the usual requirements of field instruction. This means someone who holds an MSW degree with at least 2 years of post-graduate experience in the field of social work (for BA students, field instructor may hold a BSW degree with at least 5 years of post-graduate experience in the field of social work).
 - b. **If no person at the agency meets the requirements of a field instructor by this standard, then the student will not be allowed to use their employment as their field experience.** The School of Social Work DOES NOT make exceptions for supervision when using employment as field experience.
5. Assignment to placement remains solely the province of the field director. Approval is NOT guaranteed.
6. If approved, student must complete required employment-based field orientation prior to starting their employment-based internship.

DO NOT SUBMIT THIS FORM WITHOUT FIRST TALKING TO YOUR RESPECTIVE FIELD DIRECTOR TO LET THEM KNOW YOUR INTENTIONS TO USE YOUR EMPLOYMENT AS YOUR FIELD PLACEMENT INTERNSHIP.

Field Directors:

- Professor Danielle Seemann (undergraduate/BA students) dswatson@memphis.edu
- Professor Cherry Malone (1st year MSW students) ccmalone@memphis.edu
- Professor Maggie Landry (2nd year/Advanced Standing MSW students) malandry@memphis.edu

Request to Use Employment as Field Form

SECTION 1: CONTACT INFORMATION

Student Full Name _____ Student Email Address _____

UofM Field Director (from page 1) _____

FIELD PLACEMENT/EMPLOYMENT INFORMATION

Employment Agency _____ Department/Program _____

Agency's full address (incl. city, state, zip) _____

Employment Supervisor's Full Name _____ Job Title _____

Employment Supervisor's email address _____ Phone _____

Is Student's proposed Field Instructor the same person as Employment Supervisor? Yes / No

If no, please fill out information on Proposed Field Instructor below:

Proposed Field Instructor's Full Name _____ Job Title _____

Proposed Field Instructor's email address _____ Phone _____

SECTION 2: TASKS/RESPONSIBILITIES

Student's Employment Tasks/Responsibilities (specify client population, practice methods, interventions, etc.):

Student's Internship Tasks/Responsibilities (specify differences between employment and internship tasks, where applicable)

SECTION 3: COMPETENCIES

Please indicate how you intend to meet all of the CSWE competencies for field education using your employment.

COMPETENCY	PROPOSED TASK(S) THAT CAN MEET THIS COMPETENCY
1. Demonstrate Ethical and Professional Behavior	
2. Advance Human Rights and Social, Racial, Economic, and Environmental Justice	
3. Engage in Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice	
4. Engage in Practice-Informed Research and Research-Informed Practice	
5. Engage in Policy Practice	
6. Engage with Individuals, Families, Groups, Organizations, and Communities	
7. Assess Individuals, Families, Groups, Organizations, and Communities	
8. Intervene with Individuals, Families, Groups, Organizations, and Communities	
9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities	

SECTION 4: SCHEDULING

Please indicate hours/days that the student will remain at the agency as an intern, and what days/times the student will be fulfilling their employment responsibilities. Overlap is allowed.

AS AN INTERN	Fall	Spring	Summer <i>(available for BA students only)</i>	AS AN EMPLOYEE	
Monday				Monday	
Tuesday				Tuesday	
Wednesday				Wednesday	
Thursday				Thursday	
Friday				Friday	
Saturday				Saturday	
Sunday				Sunday	

SECTION 5: CONTINGENCY PLAN

Please indicate your contingency plan should you be released from your employment (either voluntarily or involuntarily) during the internship experience:

SECTION 6: OBTAINING EMPLOYMENT *(only needed if student is not employed with field placement agency upon start of internship; plans to gain employment with the internship agency while enrolled in field placement)*

If the student is trying to OBTAIN employment at the current field internship site, please fill the following out:

PROPOSED EMPLOYMENT INFORMATION

Date student wishes to begin employment at the agency: _____

Agency Department/Program of sought employment: _____

Job title of sought employment: _____

Name of Supervisor in Employee Role: _____

Is the Job Supervisor different from the Field Instructor? Yes / No

If yes, provide name of proposed field instructor: _____

Note: Proposed employment tasks/responsibilities must still be separate from the internship tasks/responsibilities.

SECTION 7: SIGNATURES

Please return this form with the original **PHYSICAL (ink) signatures** of the following individuals.
Note, digital (typed) signatures or signature stamps are NOT ACCEPTABLE.

By signing this form, you, the undersigned, agree to the policies herein of this request.

Student Signature Date Signed

Current Employment Supervisor's Signature Date Signed

Student's Proposed Field Instructor's Signature Date Signed
(if same as employment supervisor, must sign twice)

Student, please return this form scanned via email to your respective field director:

2 nd year/Advanced Standing MSW: Prof. Maggie Landry malandry@memphis.edu	1 st year MSW: Prof. Cherry Malone ccmalone@memphis.edu	BA/Undergraduate: Prof. Danielle Seemann dswatson@memphis.edu
--	--	---

Do not write below this line. For UofM Field Team Use Only

Is new CAA required? YES / NO

Request Decision: APPROVED / DENIED

Comments/Notes:

Field Director Signature Date Signed

Field Director – provide finalized copy to student and put original in student's physical field file.