

PRACTICUM PLACEMENTS IN AN AGENCY WHERE THE STUDENT IS EMPLOYED

The following policies have been established to ensure an educational focus for internships in the student's agency of employment:

1. A student may request only a second year practicum to take place in his/her agency of employment.
2. The types of experiences and populations served must differ from those experiences assigned to the student as an employee.
3. The practicum setting must be an approved setting and must be able to provide the educational experiences required by the College of Social Work.
4. The student's Field Instructor must be a different person than the student's employment supervisor and be appointed as a Clinical Instructor for the College of Social Work.
5. The student will be expected to interview at an alternative practicum site.
6. The agency director and/or employee supervisor, in collaboration with the potential Field Instructor and student, must establish separate blocks of time from work assignments which are committed for uninterrupted practicum education.
7. Practicum assignments may not exceed 20 clock hours per week.

If you feel you meet the criteria and would like to request to complete your practicum placement in the agency where you are employed, please complete the request on the back of this document.

**REQUEST TO COMPLETE
PRACTICUM PLACEMENT IN AN AGENCY WHERE THE STUDENT IS EMPLOYED**

Date: _____

Student Name: _____

Program: _____ Full Time _____ Evening _____ Off Campus

Year in Program: _____ First Year Practicum _____ Second Year Practicum

Name of Agency of Employment: _____

Current Supervisor: _____ Proposed Field Instructor: _____

1. Please describe your proposal for a practicum in your agency of employment. Be sure to address each area of the criteria (attach additional page if needed).

2. Please list alternative practicum sites you have considered.

Student Signature: _____ Date _____

Approved by:
Practicum Coordinator _____ Date _____

Field Instructor _____ Date _____

Practicum Director _____ Date _____