

## FIELD EXPERIENCE AT PLACE OF EMPLOYMENT

The UWW Department of Social Work recognizes that the personal economic situation of some students makes it necessary for them to explore field placement opportunities in their places of employment. It is recognized that professional activity and learning are not inconsistent, but there is a difference between the goals of educational development and those of employment. The focus of the field placement must be on the student's learning.

Students interested in an employment-based placement must submit their request via the "Request for Field Placement in Place of Employment" form to the Field Coordinator (or designee). This form can be accessed from the UWW Field Program web page.

Student's place of employment may only be considered when:

1. The student is *newly employed* at the social services or human services organization (2 months or less).  
- OR -
2. The student assumes a *different role* at the social services or human services agency that is distinctly different from the original job role (e.g., primary role is education and placement role involves case management).  
- OR -
3. The student *transitions into a new position* within the social services or human services agency at the start of the placement and the new responsibilities are distinctly different from the original job role.

In any of these above situations, the following conditions must be met:

1. The agency has a qualified Field Instructor (BSW/MSW), who is preferably not the student's regular supervisor, and who is willing to fulfill the responsibilities of Field Instructor.
2. The agency is able to meet the Competencies of our Educational Program (see Field Manual page 4).
3. The agency agrees to the terms of Agency/University Agreement furnished by the Field Coordinator.

In developing a field placement at the place of employment, it is expected that the student will take the initiative by making the proposal to the Field Coordinator (or designee) and coordinating the administrative requirements of the agency. These steps are to be followed:

1. The student must discuss with the Faculty Field Liaison intent to request a placement in the agency of employment during the pre-placement interview. Within the following two weeks, the student must submit the "UW-Whitewater Department of Social Work Employment Based Field Placement Contract" to the Faculty Field Liaison and discuss the proposed placement plan.
2. Within one week of meeting with the student to discuss the proposed plan, the Faculty Field Liaison will review "UW-Whitewater Department of Social Work Employment Based Field Placement Contract," assess applicability, and indicate a recommendation (approve, modify, or disapprove) to the Field Coordinator for final decision.

3. The Field Coordinator will review the request and notify the Faculty Field Liaison and the field student whether the field placement is acceptable and/or whether any modifications will be necessary. Notification will be made within two weeks if the agency has already been approved as a field agency, or within six weeks if it has not yet been approved. Copies of the approved placement plan will be sent to the student, Faculty Field Liaison, and the Field Instructor. If the field placement in the place of employment is found to be unacceptable, the student must then agree to find another placement approved by the UWW Department of Social Work Field Program.
4. A member of the Field Team may visit the agency to discuss with the administrator and/or Field Instructors how the program's educational objectives will be met during the placement.
5. It will be the responsibility of the Faculty Field Liaison to determine that the placement remains consistent with the program's educational objectives and the proposal made by the student. Deviations from the placement plan may result in the student's field placement being terminated.
6. Students who are terminated from their Place of Employment in their non-field placement role, will be terminated from their field placement with the agency. This would be considered equal to the policy on agency initiated termination (see Field Manual page 35).

UW – WHITEWATER DEPARTMENT OF SOCIAL WORK  
EMPLOYMENT BASED FIELD PLACEMENT CONTRACT

1. Agency name: \_\_\_\_\_

Agency address: \_\_\_\_\_

Agency phone: \_\_\_\_\_

Executive Director/Administrator name: \_\_\_\_\_

2. Student's name: \_\_\_\_\_

Length of employment: \_\_\_\_\_

Name of student's current supervisor: \_\_\_\_\_

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

Student's current employment status/job description:

Assignments/work responsibilities student presently has:

3. Name of student's Field Instructor: \_\_\_\_\_

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

4. Describe the field responsibilities/expectations the student will be given in their field placement  
(Please note: In this section clearly delineate how the student's placement will be **different** than their  
employment. Describe how their employment responsibilities will be separated from their placement.)

This agreement meets the approval of the Field Instructor, the student, Faculty Field Liaison, and the Field  
Coordinator.

Field Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Field Liaison Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Field Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_