

WESTFIELD STATE UNIVERSITY - SOCIAL WORK DEPARTMENT EMPLOYMENT-BASED PRACTICUM APPLICATION

Name: _____

Preferred Name/Pronouns: _____

I am a....

(Please check the box that applies)

BSW Student responsible for 400hours over the duration of the academic year.

Averages 14-16hours a week during academic year

Specific start date & schedule decided by student and agency

Supervisor has their BSW or MSW and has been practicing 2 years post-grad

MSW 1st Year Student responsible for 400hours over the duration of the academic year.

Averages 14-16hours a week during academic year

Specific start date & schedule decided by student and agency

Supervisor has their MSW and has been practicing 2 years post-grad

MSW 2nd Year Student responsible for 500hours over the duration of the academic year.

Averages 18-20 hours a week during academic year

Specific start date & schedule decided by student and agency

Supervisor has their MSW and LCSW (LICSW preferred) and has been practicing 2 years post-grad

PRIOR TO COMPLETING THIS APPLICATION, PLEASE REVIEW THE BSW/MSW PRACTICUM MANUAL THAT IS APPLICABLE TO YOU TO ENSURE YOU ARE FAMILIAR WITH THE POLICIES AND PROCEDURES OF THE PRACTICUM DEPARTMENT'S PLACEMENT PROCESS. AFTER REVIEWING PLEASE SIGN BELOW IN ATTESTATION THAT YOU HAVE READ AND UNDERSTAND THE MANUAL.

SIGNATURE

DATE

SUBMIT THIS APPLICATION TO SOCIALWORKFIELD@WESTFIELD.MA.EDU WITH YOUR RESUME. PLEASE ENSURE BOTH DOCUMENTS ARE SAVED AS A PDF AS: LAST NAME, FIRST NAME - EB APP YOU WILL THEN BE ASSIGNED A PRACTICUM STAFF WHO WILL BE IN TOUCH.

DEMOGRAPHIC INFO

PHONE: _____

A#: _____

ADDRESS: _____

IF DIFFERENT, ADDRESS DURING PRACTICUM PLACEMENT: _____

PERSONAL EMAIL: _____

PROGRAM OF STUDY (MSW ONLY)

ALL PRACTICUM COMMUNICATION WILL OCCUR VIA WSU EMAIL

- _____ 2 Year Full-time Program
- _____ 3 Year Part-time Program
- _____ 4 Year Part-time Program
- _____ Full-Time Advanced Standing
- _____ Part-time Advanced Standing

MSW STUDENTS ONLY:

ONLINE ON-CAMPUS

EMPLOYMENT-BASED PRACTICUM PLACEMENT REQUIREMENTS:

In some situations, a practicum placement can be established within the student's agency of employment. In most cases, an employment-based placement requires a new and separate set of responsibilities within the employment setting. In other situations, students may request to utilize a portion of their current employment responsibilities as their internship. In addition to the policies and procedures outlined in the WSU Practicum Education Manual, all employment-based placement options must meet the following criteria to be approved:

1. The student/employee has been employed at the organization for a minimum of 3 months prior to applying for an employment-based field placement.
2. The student's place of employment must allow the student/employee to attend required classes.
3. The practicum placement must provide a placement experience that has clear linkages to the BSW/MSW Foundation or MSW Advanced Social Work Competencies listed at the end of this application:
 - a. in an area, program, or service different from the one where the student is currently employed, or...
 - b. that identifies a specific portion of the student's employment responsibilities that will be utilized as internship activities and new learning opportunities.
4. The specific number of hours associated with the student's employment responsibilities will depend on their year of practicum (refer to page 1).
5. The student's place of employment must provide a Practicum Instructor who meets the following requirements:
 - a. has been employed by the organization for at least one year,
 - b. has a minimum of two years of post-degree social work experience, as applicable.
6. The Practicum Instructor meets the supervisory credential requirements per CSWE guidelines (refer to page 1).
7. The Practicum Instructor agrees to work closely with the BSW/MSW Program and student to develop a portion of the student's current employment responsibilities to be utilized as the BSW/MSW internship. Internship activities are expected to provide focus on the mastery of the BSW/MSW Social Work Competencies described later in this application.
8. The Practicum Instructor agrees to directly provide the student with a minimum of one hour/week of individual internship supervision and must also ensure that the student will receive at least one additional hour/week of group supervision and/or task-oriented supervision (may or may not be provided by the primary Practicum Instructor).
9. If the Practicum Instructor has not previously supervised social work students, the organization must allow the Practicum Instructor to participate in a practicum orientation meeting and in Supervision in Practicum Instruction (SIPI, formerly SIFI) training, as required by the Westfield State University Department of Social Work. SIPI training completed at another accredited MSW program may be accepted if it meets Westfield State University Program requirements for Practicum Instructor training. Consideration will be given to individual circumstances and/or prior supervisor experience that may warrant either alternative methods of ensuring practicum instructor training and competence or waiving the SIPI requirement.
10. The practicum agency must establish a formal affiliation agreement with the Westfield State University Department of Social Work.

DETAILS OF CURRENT EMPLOYMENT

Name of Agency/Company: _____

Specific Program within Agency/Company: _____

Address: _____

Current Position (Job Title): _____

Length of Time in Current Position: _____

Current Work Schedule: _____

Current # of Hours Worked per Week: _____

Current Employment Supervisor: _____

DESCRIPTION OF CURRENT EMPLOYMENT DUTIES: (2000 CHARACTER MAX)

PROPOSED PRACTICUM PLACEMENT DETAILS

Practicum placement position (title): _____

Proposed practicum schedule: _____

Proposed number of weekly placement hours: _____

will current responsibilities and/or work hours be adjusted to accommodate the practicum placement?
(i.e. reduced caseload, reduced hours) no yes

details if yes: _____

Will your employment supervisor and practicum supervisor be different? NO YES

DETAILED PROPOSAL OF PRACTICUM DUTIES

DETAILED DESCRIPTION OF DIFFERENCES BETWEEN EMPLOYED POSITION AND PRACTICUM POSITION (i.e. differences in department, clients, etc)

PROPOSED PRACTICUM INSTRUCTOR/SUPERVISOR

NAME: _____

POSITION/TITLE: _____

CONTACT INFO (PHONE & EMAIL): _____

LENGTH OF TIME AT EMPLOYMENT SITE: _____

YEARS OF POST-GRADUATION EXPERIENCE: _____

INSTITUTION AND DATE OF SOCIAL WORK DEGREE: _____

SOCIAL WORK LICENSE # _____

PREVIOUS EXPERIENCE AS A PRACTICUM INSTRUCTOR NO YES

WHERE/WHEN: _____

COMPLETED SIPI (FORMERLY SIFI) NO YES

WHEN/WHERE _____

PLEASE PROVIDE CERTIFICATE IF POSSIBLE

REQUIRED SIGNATURES:

Signatures below indicate agreement to the Employment-Based Practicum Placement Requirements and Specific Proposal listed in the above document. Please note that the proposal is only approved as an employment-based practicum placement when signed by the student, required employer representatives, and WSU Practicum Education Staff. WSU Practicum Education Staff may request additional information and/or site visits in consideration of this application. PLEASE SIGN AND DATE.

CURRENT EMPLOYMENT SUPERVISOR: _____

PROPOSED PRACTICUM INSTRUCTOR: _____

EMPLOYMENT MANAGER: _____

WSU PRACTICUM STAFF: _____

YOUR ELECTRONIC SIGNATURE BELOW CONFIRMS THE FOLLOWING:

I have read the MSW Practicum Education Manual and understand that the information contained in the manual, as well as the information in this practicum application, represent the policies, procedures, and guidelines that I am required to follow regarding the practicum education portion of my academic program of study. My responses in this practicum application are accurate and complete. I also understand that I am responsible for contacting the Practicum Education Department if any of the information changes at any point in the practicum education process and/or after I have begun my practicum placement.

STUDENT SIGNATURE

DATE

Competency 1: Demonstrate Ethical and Professional Behavior

- a. make ethical decisions by applying the standards of the National Association of Social Workers Code of Ethics, relevant laws and regulations, models for ethical decision making, ethical conduct of research, and additional codes of ethics within the profession as appropriate to the context;
- b. demonstrate professional behavior; appearance; and oral, written, and electronic communication;
- c. use technology ethically and appropriately to facilitate practice outcomes; and
- d. use supervision and consultation to guide professional judgment and behavior.

Competency 2: Advance Human Rights and Social, Racial, Economic, and Environmental Justice

- a. advocate for human rights at the individual, family, group, organizational, and community system levels;
- b. engage in practices that advance human rights to promote social, racial, economic, and environmental justice

Competency 3: Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice

- a. demonstrate anti-racist and anti-oppressive social work practice at the individual, family, group, organizational, community, research, and policy levels; and
- b. demonstrate cultural humility by applying critical reflection, self-awareness, and self-regulation to manage the influence of bias, power, privilege, and values in working with clients and constituencies, acknowledging them as experts of their own lived experiences.

Competency 4: Engage in Practice-Informed Research and Research-Informed Practice

- a. apply research findings to inform and improve practice, policy, and programs; and
- b. identifies ethical, culturally informed, anti-racist, and anti-oppressive strategies that address inherent biases for use in quantitative and qualitative research methods to advance the purposes of social work.

Competency 5: Engage in Policy Practice

- a. use social justice, anti-racist, and anti-oppressive lenses to assess how social welfare policies affect the delivery of and access to social services; and
- b. applies critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, racial, economic, and environmental justice.

Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

- a. apply knowledge of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, to engage with clients and constituencies; and
- b. use empathy, reflection, and interpersonal skills to engage in culturally responsive practice with clients and constituencies.

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

- a. apply theories of human behavior and person-in-environment, as well as other culturally responsive and interprofessional conceptual frameworks, when assessing clients and constituencies; and
- b. demonstrate respect for client self-determination during the assessment process by collaborating with clients and constituencies in developing a mutually agreed-upon plan.

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

- a. engage with clients and constituencies to critically choose and implement culturally responsive, evidence-informed interventions to achieve client and constituency goals; and
- b. incorporate culturally responsive methods to negotiate, mediate, and advocate with and on behalf of clients and constituencies.

Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

- a. select and use culturally responsive methods for evaluation of outcomes; and
- b. critically analyze outcomes and apply evaluation findings to improve practice effectiveness with individuals, families, groups, organizations, and communities.