

### **Guidelines for Proposal Requesting Internship In Agency of Employment**

Undergraduate and graduate social work students who are interested in requesting a field placement in their employment agency must complete a written proposal. Prior to drafting a proposal, be sure to carefully read the department *Policies and Procedures for Use of Student Employment Site as a Field Practicum Setting*. If your employment agency meets all of the minimum requirements for in-agency placement, then you can proceed with writing a proposal. **The proposal must follow the guidelines listed below and should be well organized, well written and include all of the components listed below.**

**DUE DATES:** Final, signed proposals are due to the Field Coordinator:

<b>BA and MSW 2:</b>	by the second Friday in April
<b>MSW1</b> (part time/prior year cohort):	by the second Friday in June
<b>MSW 1</b> (full time/new fall cohort):	by the second Friday in June.

Proposals that are submitted after the due date are not guaranteed to be reviewed. It is the student's responsibility to submit a sound proposal in a timely manner. Failure to do so will jeopardize your eligibility for an in-agency placement. Students are advised to consult with their employer early in the spring semester and have drafts of their proposals reviewed by their employers AND the Field Coordinator well before the due date. Review of drafts by program coordinators (e.g., Title IV-E, Public Mental Health) can be useful but should not take the place of review by the Field Coordinator. Apprise the field office of any potential delays (e.g., obtaining final signatures).

**Heading:** At the top of the first page, include a heading for the proposal that includes your name, proposal title, and the relevant course (SWRK 181/182; SWRK 280/281; SWRK 282/283) and academic year for the proposal.

**Present Job Assignment:** A written description, in paragraph form, of the present job assignment and the specific circumstances of the assignment. This description must include:

- job classification;
- job status (temporary/permanent, full-time/part-time); specify that probationary status in current work assignment has been satisfactorily completed.
- length of employment;
- regular hours of employment;
- present job duties and a thorough description of functional tasks;
- names of those persons responsible for direct supervision of student employee and for administration of the agency.

**Prior Experiences:** If you have worked in other areas of the agency in addition to the present job assignment, include a brief description of those areas/units and the length of time in each, including months and dates. If applicable, identify the unit and/or agency where you have had a prior BA and/or MSW level internship. Provide a brief description of the internship experience, roles undertaken, and skills learned.

**Proposed Internship Experience:** A written description, in paragraph form, of the proposed field placement assignment and the specific circumstances of the proposed internship. The proposed internship must be clearly differentiated from the job assignment and must meet the

curriculum requirements of the program. The description must include:

- program level (i.e., BA, MSW1, MSW2)
- proposed work and internship days and hours including planned employment hours and workload modification to accommodate internship hours. Include your anticipated class schedule needs (even if not finalized) and how it will be accommodated. Also address how you will schedule any special seminar attendance requirements you may have (e.g., agency releases you, using personal time). (Seminar hours required in programs such as Title IV-E or Public Mental Health DO NOT COUNT toward field placement hours (except for BA students who do not have an MSW supervisor and must attend on-campus supervisory seminar); the 1 hour MSW2 field seminar DOES count toward field placement hours);
- proposed **M.S.W.** field instructor who has no authority over the student as an employee; Include the email address and phone number of the proposed field instructor and attach a completed Field Instructor Profile form.
- proposed learning assignments, which meet the curriculum requirements of the level of field instructed practice in which the student will be enrolled (SWRK 181/182; SWRK 280/281 or SWRK 282/283). For further information on curriculum requirements, refer to the appropriate learning agreement templates found on the department website under field information for BA, MSW1 or MSW2. The learning assignments should be guided by the template but made specific to the proposed internship setting; DO NOT simply cut and paste the entries from the learning agreement templates. The following is a list of minimum areas to be addressed. Organize the proposed learning assignments/activities in bulleted format under each sub-heading.

#### **BA – SWRK 181/182**

Professional Identity (list at least 4 activities)  
Professional Values and Ethics (list at least 3 activities)  
Generalist Social Work Practice (list at least 5 activities)  
Evaluation of Practice (list at least 3 activities)

#### **MSW 1 – SWRK 280/281**

Professional Development (list at least 4 activities)  
Multi-Systems Social Work Practice (list at least 6 activities)  
Evaluation of Practice (list at least 3 activities)

#### **MSW 2 – SWRK 282/283**

Professional Development (list at least 4 activities)  
Multi-Systems Social Work Practice (list at least 6 activities; include all required systems levels:  
individual, family, group, organization and community)  
Evaluation of Practice (list at least 3 activities)

#### **Signatures**

The typed proposal must have a minimum of four signature lines at the end with signatures indicating approval from the student, the proposed M.S.W. field instructor and the agency administration. Once these signatures are obtained, the proposal is submitted to the Field Coordinator for committee review.

**Note:** Students will receive written notification of approval or non-approval of the in-agency proposal. All students requesting an in-agency placement must be prepared to participate in a regular field placement assignment in the event the in-agency proposal is not approved.