

## **SAMPLE IN AGENCY PROPOSAL BY MSW 2 TITLE-IV-E STUDENT**

(adapted and shared with permission)

In-Agency Field Placement Proposal

Student's Name

SWRK XXX/XXX

20XX-20XX Academic Year

The following is an In-Agency Internship Proposal for the 20XX-XX academic year. The internship will include twenty one (21) hours per week during the Fall and Spring semester in the XXX Unit. The proposal includes the job position I have held to date and a brief description of tasks for the position. It further proposes specific goals that will be accomplished during the internship experience. I am also a Title IV-E student and will be incorporating the advanced level of competencies.

### **Present Job Assignment:**

Currently, I am a permanent full time Social Worker XXX at XXX agency. I have been with agency for the past 3 ½ years, and started in the XXX Unit for a year and 7 months. I was transferred to XXX unit in June of 20XX and am not currently on Probation in my employment assignment. My regular work schedule is from Mondays through Friday from 7:30 am to 4:30 pm. My current supervisor is XXX, Program Administrator is XXX, and Deputy Director is XXX.

In my current position as an XX worker, I investigate referrals on child abuse or neglect within XXX county which includes assessing for safety and risk of children in their homes with their caretakers. If necessary, my duties include detention of children from their homes should the referrals warrant any child abuse or neglect as well as making appropriate arrangements for foster care placement, and arranging visitation with parents. This also includes filing the required court documents in a timely manner, preparing the physical case of the clients, and ensuring all paperwork is filled out and turned in for foster care payments. Should it be required, I also provide families with community resources and services such as parenting, transportation, anger management, counseling, drug treatment, support groups, emergency cash assistance, educational support, and follow a strengths based approach to ensure that the family is self-sufficient prior to closing out the referral. Should there be a need for long term assistance, a Voluntary Family Maintenance case would be opened to assist the family.

In my previous internship for the 20XX-20XX academic school year, I was placed in the XXX unit in agency. In this unit, I learned the roles and responsibilities of the XXX role. I also learned to further interview/investigate substantiated child abuse/neglect cases: in-depth psychosocial interviewing. I was also assigned 6 cases to interview and write Jurisdiction/Disposition reports for. I've also sat in on Case Conference Staffing, as well as the XXX unit meetings. I have incorporated into my internship all required 280/281 field requirements as well as the foundation Title IV-E competencies.

### **Proposed Internship Experience:**

My proposed second year MSW internship assignment, will be in the XXX Unit. The proposed MSW field instructor is XXX. The proposed field instructor has never supervised my employment and has no direct authority over me as an employee. The field instructor phone number is XX and the email is

\_\_\_\_\_. I propose interning on Mondays, Wednesdays, and Fridays from 7:30 am to 4:30 pm. In addition to my internship hours, I am aware that there are also mandatory integrative seminars required for the Title IV-E MSW students that I am expected to participate in on a monthly basis. The dates for these seminars will be arranged with my supervisor when the scheduled seminars are confirmed. Should there be a change in assignments or field supervisors, I will make sure all parties involved in this internship are made aware in writing and that the changes are approved in advance by the Field Coordinator.

My current supervisor will make the necessary arrangements and accommodations to ensure that my regular work duties do not interfere with my internship hours, including a separate location for work and internship. I propose that my caseload be reduced accordingly in order for me to effectively intern as well as meet compliance of my caseloads.

Responsibilities in the XXX internship include but are not limited to: creating programs to best fit the needs of the client population, building relationships with outside agencies for services and developing/reviewing Memorandums of Understandings (MOU), attend County Welfare Directors Association of California (CWDA) meetings, resolving client complaints against the agency, overseeing different units and ensuring work compliance. The Administrative team, including the Deputy Director will take an active role in ensuring that I meet all learning agreement agendas, as well as gain knowledge and skills to build on my educational and professional career.

Responsibilities in the XXX Unit include but are not limited to: Sitting in on case staffing, writing court reports in regards to adoptions, conducting an adoptability assessment, performing home visits and evaluations, and case management.

The following proposed learning assignments are goals that I have set for myself:

### **Professional Development**

1. Participate actively and responsibly in weekly supervision, taking responsibility to articulate learning needs and being open to the learning process.
2. Participate in a multidisciplinary meeting in the agency or community. Discuss the role of the social worker and strategies for effective participation. (Peer Quality Case Review, CWDA Meetings, Administrative Meetings).
3. Identify ongoing ethical dilemmas in the agency practice through observation and interviewing of the Administrative team.
4. Incorporate Advanced level Title IV-E Competencies.

### **Multi-Systems Social Work Practice**

1. Attend a Board of Directors meeting or other administrative meeting in internship agency. Discuss in supervision observations regarding budget, personnel, decision- making and external relations and its effects on macro and micro level.

2. Demonstrate skills in a minimum of 3 of the following advanced social work practice approaches, through internship with Unit Worker: complex case management, solution- focused, ethnographic, or narrative.
3. Demonstrate skills in program designs such as the Peer Quality Case Review.
4. Demonstrate skills in group facilitation and group decision-making such as Administrative, Supervisory, and/or County Board of Director's meetings.
5. Conduct an organizational assessment of your field placement agency to identify an organizational challenge, problem, need or change opportunity. To look at the challenges and time frame of Unit cases, and connect with Administration to find solutions.
6. Participate in the mutual development of goals and service planning at the individual, group and organizational level. (Work with the Unit to develop goals and services for foster families, and carry case through the adoption process.)
7. Manage both administrative and case assignments which reflect practice with diverse populations.
8. Attend County Welfare Directors Association of California (CWDA) meetings.
9. Continuing to examine policy while formalizing recommendations to enhance service delivery.

**Evaluation of Practice**

1. Select and apply an appropriate research methodology to evaluate the effectiveness of a specific intervention with an organization or of an organizational process.
2. Continue to utilize journal for self-reflection and self-evaluations purposes.

**Read and approved by:**

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Student Signature

Date

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Proposed MSW Field Instructor

Date

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Agency Administration

Date

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Field Coordinator

Date

*Please complete the Field Instructor Profile and attach to this in-agency proposal*