

Field Education

Employment-Based Placement (EBP) Proposal

Guidelines for EBP Setting

Please read and share with your agency prior to completing EBP Proposal.

I. MISSION OF FIELD EDUCATION PROGRAM

Field Education is an integral part of the Graduate School of Social Work and Social Research's Master of Social Service (MSS). The Field Education component of the curriculum provides students with both observational learning and practical "hands-on" social work experience in preparation for professional social work practice. Field Education prepares students for advanced practice through the mastery of the core competencies augmented by knowledge and practice behaviors specific to a concentration (CSWE EPAS 2.2). This competency-based approach is based on the measurement of specific practice observable behaviors. Students will be able to demonstrate the integration and application of competencies in their field practice.

The mission of GSSWSR's Field Education is also to advance and apply knowledge to the enhancement of individual, societal and global well-being and to promote social and economic justice through its practice, service, and research and scholarly activities. The School provides a learning environment that is supportive and intellectually rigorous, encouraging critical thinking and the expression of social work values through classes, field-based training, research, and active civic engagement in collaboration with the College as a whole. The Graduate School of Social Work and Social Research at Bryn Mawr College recognizes that some students may already be employed in a setting which would meet the criteria for a field placement. In such cases, the School may approve an Employment-Based Placement (EBP) Placement that meets certain criteria established by CSWE's EPAS 2.2.11. *Accordingly, there must be a clear link between the student's current job responsibilities and social work competencies (please see the list of competencies). A work supervisor with the Field Instructor qualifications may serve as the actual Field Instructor. However, if the work supervisor does not hold the qualifications to serve as a Field Instructor, then another agency employee with these qualifications may (and should) serve as the Field Instructor. In either case, the Field Instructor will provide educational supervision for the days that the student uses for their field placement. (This is the equivalent of two 7.5-hour days/week in the Generalist year, and the equivalent of three 7.5-hour days in the Advanced Specialization/second year).

II. PROCESS FOR REQUESTING A EMPLOYMENT-BASED FIELD PLACEMENT

The option of proposing an Employment-Based Field Placement (EBP) is available for students who are currently employed in a human service capacity in an agency that meets the criteria for an approved placement setting and who will have both been employed in that agency for no less than three months at the time that the field placement will begin and will have completed their employment probation period by July 1st of proceeding the academic year. These criteria would include, but not be limited to:

- Adequate resources to support a student's field placement and the availability of learning opportunities to match graduate-level field learning objectives. There is a difference in emphasis between the goals of educational development and those of a job description.
- In order to be approved, the EBP must meet all School requirements and learning objectives.
- In accordance with CSWE policy, field credit cannot be given for any past work experience.
- Current students submit a completed EBP Proposal by the designated date in the spring semester, which is signed by their current supervisor, agency signatory, and proposed Field Instructor, as well as by the student. Incoming students may submit a proposal shortly after they have enrolled and have met with the Field Education Office.
- EBP placements must be approved by the Director or Assistant Director of Field Education prior to the student beginning placement in the fall. The EBP Proposal form is attached to this document.

III. STUDENT GUIDELINES

1. Students must be employed by the agency (or affiliate) for a minimum of three months and have successfully completed the agency's employment probationary period by July 1st, preceding the academic year.
2. Students must discuss with the Director or Assistant Director of Field Education their intent to request an employment-based placement.
3. Students' employment performance evaluations must be at a satisfactory level.
4. Students must be able to have field placement assignments that offer opportunities to practice social work competencies according to the CSWE EPAS. The assignment serving as the field placement must meet CSWE and GSSWSR's criteria for an approved employment-based field experience.
5. The student must have a qualified Field Instructor who may be the student's employment supervisor (or an agency employee within the agency), and field instruction supervision needs to be provided a minimum of one hour weekly. A qualified Field Instructor meets all the standards for Field Instructors outlined in Section V, below.
6. Students may not use previous employment hours for field placement hours.
7. Students, in collaboration with the prospective field instructor, in consultation with the Director or Assistant Director of Field Education, must identify assignments, client systems and/or projects for their field placement experience that allow students to demonstrate social work competencies and practice behaviors according to the EPAS.
8. Students, in conjunction with their prospective Field Instructor and/or other agency personnel, must complete an EBP Proposal (attached).
9. Students must obtain signatures documenting approval of all relevant agency personnel, including the agency signatory/or designee, the student's current immediate employment supervisor/or designee, and the proposed Field Instructor. The resume (or CV) of the proposed Field Instructor must be submitted along with the form. All approved proposals are signed by either the Director or Assistant Director of Field Education.
 - A member of the field office may make a visit to the agency virtually or on-site to review the placement plans, in relation to the School's field learning objectives, with the agency administrator and/or Field Instructor. The student is advised that if the field internship in an employing agency is found to be unacceptable, the student must coordinate with the Director or Assistant Director of Field Education to find another placement. It is the responsibility of the assigned Field Liaison to determine throughout the placement period that the placement is consistent with the educational objectives of the School and the proposal made by the student. Deviations from this employment-based placement plan or termination from employment may result in the student's placement being terminated. In such a situation, the Field Education Office may identify a new field placement opportunity.

IV. AGENCY GUIDELINES

1. The agency of employment can be used as a placement setting under the following conditions: Agency offers learning opportunities that will provide the student professional learning experience that are consistent with social work professional roles and responsibilities that allows students to practice social work competencies and practice behaviors for the requisite required time in field per week (the equivalent of two 7.5- hour days/week in the first year, or equivalent of three 7.5- hour days/week of field education in the second year).
2. The agency offers a qualified supervisor (described below) available who can serve as the Field Instructor and offer an hour of education-focused weekly supervision. This is to ensure, in part, that the Field Instructor is free to focus on educational aspects of the placement rather than on workload or productivity issues.
3. The agency and the School must agree that the assignments provided to an EBP placement student are consistent with the educational objectives of the School, and that the assignments (client caseload, administrative duties, etc.) are designed and planned to enhance the student's professional development. This may mean lighter caseloads, planned and varied assignments for educational purposes, and/or the possibility of additional hours above the normal workweek to achieve placement requirements.
4. The agency must ensure that the department, section, or program area is able to meet the educational needs of the student.
5. The agency must provide a Field Instructor (MSS/MSW professional with at least two years post-masters social work experience) to supervise the student.

6. Generalist/first-year students complete the equivalent of two full (7.5-hours) agency days/week of field education, fall and spring semesters.
7. Advanced Specialization/second-year students complete the equivalent of three full (7.5-hours) agency days/week of field education fall and spring semesters.
8. The agency must be willing to sign off on the educational plan, which is specified in a written agreement between the Agency, School, and Student (i.e., the "EBP Placement Proposal")

V. FIELD INSTRUCTOR GUIDELINES

1. The Field Instructor must meet the criteria set by GSSWSR for all Field Education Supervisors:
 - A master's degree from a CSWE-accredited school of social work*
 - A minimum of two years post-Master's experience in the area of practice in which they will be supervising students.
 - The minimum requirement of post-master's social work practice experience is calculated in relation to the total number of full-time and equivalent professional practice experience.
 - Social work practice experience is defined as providing social work services to individuals, families, groups, organizations, or communities.
 - Social work services can include work in professional social work auspices under the supervision of a professional social work supervisor, volunteer practice experience in a social service agency, and paid experience as a consultant in the areas of the individual's practice expertise.
 - Attending the field instructor training hosted by the GSSWSR Office of Field Education, SIFI Kick-OFF" proceeding the fall semester.
2. Field Instructor must be able to provide one hour of individual in-person supervision to students every week.
3. Field Instructors must evaluate students as learners.
4. Field Instructors must meet at least once/semester, face-to-face (virtually or on-site) with a designated Field Liaison from the school and their student to discuss learning objectives.

VI. GSSWSR GUIDELINES FOR MONITORING EMPLOYMENT-BASED PLACEMENTS

1. Students must complete the EBP Proposal Form with the required signatures and submit it to the Director or Assistant Director of Field Education for approval.
2. The School must provide the agency with access to the Field Education Manual and other pertinent information.
3. The Director or Assistant Director of Field Education must evaluate the proposed EBP placement for the qualifications of identified Field Instructor, degree and experience in supervision, and learning assignments providing an opportunity for student achievement in social work competencies.
4. The School will hold training for field instructors and task supervisors about field instruction and Seminar in Field Instruction (SIFI) series for first-time Field Instructors to support their learning to supervise social work students.
5. The assigned Field Liaison will carefully monitor the EBP Field Placement to ensure that field activities and supervision are proceeding according to the plan. The Field Liaison will communicate with the students, Field Instructors, and agency contact person at least three times during the academic year; one of these contacts will be an agency visit (virtually or on-site).
6. The Field Liaison will complete site visit forms and review students' learning agreements, process recordings, and final evaluations.

VII. DIRECTIONS FOR STUDENTS APPLYING FOR EMPLOYMENT-BASED FIELD PLACEMENTS:

1. For incoming full-time students: Students must meet with the Field Education office at the time of enrollment. For continuing and part-time students: Students must attend an informational meeting either in the Generalist Practice Class or at designated times during the spring semester to discuss the field placement process.
2. Students must complete and submit a Pre-Placement Questionnaire in Sonia in the spring semester or, for incoming students, prior to the individual meeting with a field

- education staff.
3. For continuing students and part-time students: Students must complete an EBP Proposal. For incoming students: Students must complete an EBP Proposal as soon as possible following the individual field interview. Proposals must be signed by an agency signatory/designee who can approve the field placement, the current employment supervisor, the proposed Field Instructor, and the student. Proposals submitted beyond the due date may not be approved.
 4. The proposed Field Instructor must also complete the Proposed Field Instructor's Information Form, sign in the designated area, and attach their resume or CV to the student's submission of the EBP Proposal. Proposals must include all required information to be reviewed.
 5. Students must ensure that the form is signed by the appropriate individual(s), in the space provided for both the "Current Supervisor" and "Agency Signatory" (or their respective designees) and proposed Field Instructor.
 6. Student must submit a proposal via email to field@brynmawr.edu

Field Education

Employment-Based Placement Proposal

For continuing students, the EBP Form must be completed and returned to Field Office at field@brynmawr.edu by the due date.

Student's Name: _____ Email: _____

Student's ID: _____ Track: _____

Telephone: _____ Tel. Other: _____

STATUS: Full-Time Part-Time First Yr Field 2nd Yr Field Advanced Standing

CONCENTRATION: Clinical Practice Community Practice, Policy & Advocacy

PLEASE NOTE: Completion and submission of this proposal do not indicate that the field placement is official. ALL PROPOSALS ARE SUBJECT TO REVIEW AND APPROVAL by the Bryn Mawr Field Education Department. Students and Field Instructors will receive a written notification upon approval.

Student Employment Information (please attach current resume)

Agency Name: Dept. Unit: _____

Address: _____

Director or CEO /Current Supervisor: _____

Supervisor Tel: _____ Email: _____

How long have you worked at the agency? _____

Have you passed your probationary period? Yes No

Number of hours you work per week? _____

Agency mission and description of agency functions:

Briefly describe your current job duties/tasks population served and modalities of practice used:

For students entering their second year of field placement, briefly describe your first-year placement, include department, population served and practice modalities (i.e., Individual, group, family, community, etc.)

PROPOSED FIELD INSTRUCTOR:

Field Instructors must attach their cv/resume to this proposal.

Department:

Address:

Main Tel:

Agency Website:

Field Instructor:

Title:

F.I. Degree(s) earned:

Telephone:

Email Address:

Year MSW/MSS was conferred? _____

Has the Field Instructor supervised social work students before?

Yes

No

Has the field instructor attended field instructor training classes? Yes No

If yes, where? _____ And when? _____ *(please attach certificate)*

Describe your proposed field placement.

Days in Field: *Indicate hours (e.g., 9-5 pm) in field in the blank spaces provided next to each day in the field.*

_____ Mon _____ Tues _____ Wed _____ Thu _____ Fri _____ Sat _____ Sun

Describe your proposed field placement.

Please be as specific as possible. Include scheduled days/hours dedicated to field placement, percentage of direct practice work, projects and tasks. Generalist/first year students are required to complete two 7/5 hours days of field work per week; Advanced Specialization/second year students three 7.5 hours days per week. This includes time for direct practice, concrete services or collateral contacts, required documentation, team/staff meetings and one hour of required weekly supervision.

Attach additional pages if necessary.

FOR CWEL & DHS Students Only: Describe the differences between the population you serve in your job and the clients you will work with in field. If the population is similar - describe how modalities or interventions used will differ from your job (i.e., where are the learning opportunities?)

Describe the new skills you hope to learn in your placement experience: (*ex. group facilitation, conducting assessments.*)

Are there other learning/training opportunities available (not included above) i.e., work with individuals, groups, communities, training, seminars, etc. at your agency? Indicate if these overlap with current job duties.

FOR CWEL & DHS STUDENTS ONLY: Please explain how you plan to keep your job and field placement separate (please indicate if there is a different location/office, etc. for your field placement). Also, explain any overlap (and amount of time) such as staff meetings, case conferences, etc. required for both your job and placement.

Please send the completed EBP Proposal electronically to all parties listed below. Please print this page and obtain signatures in the designated spaces below. Signing this proposal indicates review and agreement by all parties to the terms of the EBP Proposal and the School Agency Field Placement Agreement which has been separately signed by agency, the terms of which are attached hereto and incorporated herewith. Return entire completed form, with signatures to: Field Education Office at GSSWSR, 300 Airdale Road, Bryn Mawr, PA 19010-1646 or via email to: field@brynmawr.edu

Student _____ Date _____

Current Employment Supervisor or Designee _____ Date _____

Agency Signatory (if different from one of the above parties) _____ Date _____

For Office Use Only:

Date Received: _____ Date Approved: _____ Revision Needed: _____ 12

Administrator Signature: _____ Date: _____

Field Placement Agreement

The Bryn Mawr College Graduate School of Social Work and Social Research ("GSSWSR" or "School") has initiated this agreement between the School and Agencies serving as field education practice sites in order to clarify their work together and ensure the high quality and integrity of the educational experience of the students. This agreement takes effect when a signed contract is received and signed by both the School and Agency. The time expectations for student field placements are listed below, and dates of placement will be set forth in the Field Education Calendar which will be provided to Agency at the time of the confirmation of each placement. Those dates and time expectations will govern each placement unless otherwise mutually agreed upon in writing, in advance, by both School and Agency.

Time Expectations:

Generalist/First-Year students are in the field the equivalent of two full agency work (or 8-hour) days per week per semester for the fall and spring semesters.

Advanced Specialist Clinical or Communities, Organizations, Policy, and Advocacy (COPA) Concentration/Second-Year students are in the field the equivalent of three full agency work (or 8-hour) days per week per semester for the fall and spring semesters.

Part-time students who undertake the equivalent of two full agency work (or 8-hour) days per week field placement in both the Generalist/first year and Advanced Specialist/second year are in field from September through mid-June in the first year and from August through late April or early May in the second year.

Specific days of the week in the field can be arranged between the student and Field Instructor. Days and times are determined by agency and student needs.

School and Agency Agree:

- to make no distinction among students covered by this agreement on the basis of race, color, religion, gender, national or ethnic origin, sexual orientation, age, or physical ability.
- to establish the educational objectives listed on the learning agreement for the Field Education experience, devise methods for their implementation, and regularly evaluate the effectiveness of the experience.
- to inform one another in a timely manner of any changes in academic curriculum or academic status of a student, availability of learning opportunities, and staffing or supervision affecting the academic preparation or practice experience of students.
- to notify one another in a timely manner of the requested withdrawal of a student from an assignment and to process this request together to reach mutually agreed upon terms.
- to implement coordinated planning and evaluation of the field placement through regular communication between the agency and School.
- to be responsible for its own acts or omissions and hold the other party harmless for the consequences of its own acts or omissions in all actions for injuries, losses, and damage to persons and/or property arising out of the project which is the subject of this agreement.

School Agrees:

- to select students to be placed at the agency after careful discussion with both the student and the agency, and consideration of the student's ability, practice concentration, goals, interests, and previous experience.
- to assign only those students who have satisfactorily completed or are currently undertaking the required course of study to prepare them for field placement.
- to notify all students placed within the agency that they shall not be considered employees of the agency for purposes of financial or fringe benefits.

- to maintain full responsibility for conducting any student disciplinary proceedings in accordance with its own rules and regulations.
- to assign a member of its faculty or professional staff to serve as liaison to the agency and make at least one site visit and at least one conference call with the student and field instructor to review progress and address any concerns.
- to assume responsibility for assigning a final grade for each student at the end of each semester in consultation with the field instructor and through careful consideration of the field instructor's written evaluation of the student.
- to maintain all educational records and reports relating to the participation of individual students in field agencies.
- to maintain professional liability insurance for each student, liaison, and practice instructor in the amount of \$1,000,000 for each claim and \$3,000,000 aggregate.
- to provide field instructors with field manuals and other appropriate forms as well as an academic calendar.
- to provide the agency with student profiles and to provide the agency and students with questions on which to focus during the placement interview.
- to provide seminars for new field instructors as well as educational opportunities for experienced field instructors.
- to advise students of their responsibility to familiarize themselves with existing rules and regulations of the agency including a respect for the confidentiality of agency clients and client records.
- to communicate with the agency immediately (or within a one-day window) any safety, ethical, legal, or clinical concerns regarding the field experience.

Agency Agrees:

- to provide a field placement for a student(s) for the entire academic year barring unforeseen circumstances.
- to designate a field instructor mutually agreeable to School and agency with at least two years post-master's professional experience.
- to provide the field instructor with time to plan, implement, and supervise the field placement experience.
- to provide each student with a minimum of one hour of individual (and/or alternating weeks of individual/group) face-to-face supervision each week. to monitor student field attendance and learning activities while in field and complete required documentations (learning agreement and student evaluations).
- to familiarize students with existing policies and procedures of the agency including, but not limited to, those relating to confidentiality and safety.
- to allow students to use case material within the bounds of confidentiality to complete course assignments.
- to make its facilities available to students, including sufficient desk space and access to office supplies necessary for performance of student's responsibilities.
- to have a written understanding regarding reimbursement and insurance with students who are expected to use their own or agency automobiles in performing practicum assignments, as School's insurance policies do not cover students driving when traveling to/from or for a field placement.
- to provide for all student travel approved by the supervisor and occurring on behalf of the agency or its clients by reimbursing students for use of their private cars at the mileage rate
- provided to agency employees or reimbursing students for costs incurred for public transportation.
- to provide the field instructor with time to attend the Field Instructors Orientation Meeting in the fall at the School and the Field Instruction Seminars when appropriate.
- to provide the School with a written description of the field placement experience.
- to make available to assigned students learning experiences in line with the agency mission and written description.
- to submit a written evaluation of the performance of each student at the end of each semester by the dates specified on the Academic Calendar unless otherwise agreed upon by both parties, using the evaluative

guidelines provided in the Field Instruction Manual by the School.

- to include in the spring evaluation a discussion of student learning opportunities and expectations for the following year, as appropriate.
- to notify the School immediately of any situation or problem which may threaten a student's satisfactory completion of the assignment.
- to provide written notice of any incident or claim involving any of the students placed at the agency.
- to apprise the School in a timely way of any unforeseen complications which may affect the student's practicum experience.
- To communicate with the school any potential safety, ethical, legal, or clinical violations or behavior (within a 24-hour period) with the student's field education experience.

Terms of this Agreement:

This Agreement will become effective upon full execution by the parties and will continue in effect until terminated by either party. Either party may terminate this Agreement, for any reason or for no reason, upon thirty (30) days advance written notice. Upon notice of termination, the Agency shall make all reasonable efforts to allow a student whose field placement is currently underway to complete any required field hours.

Additional Agreements:

This agreement constitutes the entire agreement between the parties and all other written agreements or understandings are hereby merged into this agreement.

No amendment or modification to this agreement shall be effective unless the same is in writing and signed by both parties; minor adjustments may be agreed upon by letter but shall only be binding if signed by the recipient.

This agreement shall be construed in accordance with the laws of the Commonwealth of Pennsylvania.

School Signatory: _____ Title: _____

Agency Name: _____

Agency Contact: _____ Title: _____

Agency Contact Signature: _____ Date: _____