

## Own Agency Placement (OAP) - Policy

### Overview:

Traditionally, Social Work field placements are educationally focused, unpaid training experiences in social work settings which are selected on the basis of the student's level and/or concentration in their program of studies. There are rare situations, however, where a student may be employed in a social work setting which meets the standards for a field placement, and which can be accepted by the Office of Field Education as an own agency placement for either a BSW or MSW student.

The student cannot utilize his/her current paid employment as the field placement but could possibly complete the field placement in another department or aspect of the agency. The agency must be large enough for the separation of the student's current job responsibilities and the proposed field placement social work activities. For example, a student who works as a medical clerk in a hospital could potentially complete his/her field placement in the social work department working with oncology patients.

The guiding principle for the decision to accept an Own Agency Placement is that the field placement experience must constitute new learning, appropriate BSW/MSW supervision for student level, and an opportunity to apply theories and knowledge from the classroom in a practice setting. This **new learning opportunity** must meet our established guidelines for field placements.

An Own Agency Placement may only be utilized as a field placement site when **all** of the requirements below are met:

### Requirements for an Own Agency Placement-OAP

- The proposed agency must meet the same criteria as other approved School of Social Work field agencies as stated in the standards set by the Council on Social Work Education (CSWE).
- The agency must be large enough and sufficiently diversified so that the activities must constitute new learning for the student: i.e., a new population, new treatment modalities/methodologies, new field of practice. It must also be located in a different department/unit, different floor, or different site from current position as employee.
- The activities must be congruent with the student's concentration or level (undergraduate/graduate) in the program.
- Students are allowed to do only one field placement at their agency of employment.
- Students must submit the attached application for approval of an Own Agency Placement to be reviewed by the Coordinator of Field Education and Director of the School of Social Work.
- All of the required field hours must take place under the supervision of a new (to the student) BSW or MSW qualified field instructor. The field instructor must meet the standards of our program.
- If the field instructor has never supervised a BSW or MSW student before and/or has never taken formal State of Florida field instructor training, the field instructor is required to attend the School of Social Work's Field Instructors' Supervisory Training (FIST) for 16 hours.

## Own Agency Placement (OAP) - Proposal

Review "Policy for Own Agency Placement" prior to beginning this proposal.

The proposal must be completed and submitted to the Field Faculty at the time of your field interview so that the application can be reviewed, approved or disapproved by the Field Faculty and the Coordinator of Field Education, and the decision communicated to the student in a timely manner.

This proposal must be completed by the student and the proposed field instructor.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Cell Phone: \_\_\_\_\_ Student E-mail: \_\_\_\_\_

Level of Student/Field Placement:

- |   |   |
|---|---|
| <input type="checkbox"/> BSW Full-time                                    | <input type="checkbox"/> BSW Part-time                                    |
| <input type="checkbox"/> MSW 1 <sup>st</sup> year/Foundation Full-time    | <input type="checkbox"/> MSW 1 <sup>st</sup> year/Foundation Part-time    |
| <input type="checkbox"/> MSW 2 <sup>nd</sup> year/Concentration Full-time | <input type="checkbox"/> MSW 2 <sup>nd</sup> year/Concentration Part-time |

Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Agency Phone: \_\_\_\_\_ Agency Fax: \_\_\_\_\_

Current Agency Supervisor Name: \_\_\_\_\_

Agency Supervisor Phone: \_\_\_\_\_ Agency Supervisor E-mail: \_\_\_\_\_

Proposed BSW/MSW Agency Field Instructor Name: \_\_\_\_\_

Agency Field Instructor Phone: \_\_\_\_\_ Agency Field Instructor E-mail: \_\_\_\_\_

Proposed Field Instructor Degree: \_\_\_\_\_ Date Earned: \_\_\_\_\_

Has the Field Instructor taken the 16-hour Field Instructor Supervisory Training? Yes \_\_\_ No \_\_\_

If yes, please provide where and when: \_\_\_\_\_

Your (student) Current Job Title \_\_\_\_\_ Length of employment \_\_\_\_\_

Unit/Program/Department \_\_\_\_\_

I currently work \_\_\_ hours/week at my paid job.

During my internship, I will be working \_\_\_ hours/week at my paid job.

*\*All internship hours are completed in addition to your regular work hours.*

**THE FOLLOWING SECTION IS TO BE COMPLETED BY THE STUDENT  
INTERN APPLICANT:**

Describe your current employment. Describe the tasks and responsibilities currently involved in your job (Attach a copy of your current job description):

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How will this proposed internship be different from your paid job? (Be specific).

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What areas of new and significant learning do you expect to gain as a result of this field placement? (Be specific).

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**THE FOLLOWING SECTION IS TO BE COMPLETED BY PROPOSED BSW/MSW FIELD INSTRUCTOR:**

Proposed Start Date of Field Placement: \_\_\_\_\_

Title of Proposed Student Field Placement Position \_\_\_\_\_

Unit/Program/Department \_\_\_\_\_

Provide a detailed description of the intern's proposed responsibilities and assignments:

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Number of cases that would normally be the responsibility of an employee in this capacity, working the same number of hours \_\_\_\_\_

Number of cases to be carried by this student intern \_\_\_\_\_

Describe how you will assure clear boundaries between the student's internship and employment, i.e. clarify coverage of student's regular employment duties during internship days, communicate new role to staff, provide separate work location, etc.

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Describe the learning goals/educational outcomes for this field placement:

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**SIGNATURES**

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Current Supervisor's Name

\_\_\_\_\_  
Current Supervisor's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Proposed Agency  
BSW/MSW Field Instructor's Name

\_\_\_\_\_  
Proposed Agency Field Instructor's  
BSW/MSW Field Instructor's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Agency Director's Name

\_\_\_\_\_  
Agency Director's Signature

Date: \_\_\_\_\_

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**This section to be completed by the Office of Field Education**

Proposal Approved: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

Field Faculty Signature: \_\_\_\_\_

Proposal Approved: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

Committee on Field Education: \_\_\_\_\_