As a core component of the social work curriculum, the practicum experience is intended to challenge students to apply new knowledge and develop core competencies in a field setting. To help ensure a clear separation of practicum tasks and employment tasks, placements must meet the following criteria:

- Practicum experiences must be educationally focused and meet all the requirements of the social work program as indicated in the learning agreement.
- Practicum tasks and assignments must be separated from the normal employment tasks and assignments, thus providing the student with a distinct and different set of learning opportunities and experiences.
- Students must submit a description of current employment responsibilities, a description of distinct practicum responsibilities, and a weekly schedule for completing tasks (see below).
- Students must submit a letter from their employer supporting the employment-based practicum and identifying the structures in place to separate job tasks from practicum tasks.
- The supervision of practicum tasks must be separate from employment tasks. Students and agencies can choose from the following options to ensure separate practicum supervision:
  1. The agency can assign a separate supervisor with a BSW (for BSW students) or MSW (for BSW/MSW students).
  2. The School of Social Work can provide an outside supervisor in situations where there is not an additional BSW/MSW at the agency to supervise practicum tasks.
  3. The student and work supervisor may submit a supervision plan indicating how practicum supervision will be separate from employment supervision.

A placement at the agency where the student is employed must be arranged and approved by the Practicum Director. **Applications are due at least one month prior to the start of practicum.**
I. Describe your current employment including the following information:

Student Name ____________________________________________________________

Agency ___________________________ Address ________________________________

Phone _______________ Job Title ________________________________ Hours worked/week __________

Employment Supervisor: ______________________________

Practicum Supervisor: ______________________________

II. Current employment responsibilities - Specify roles, tasks and activities.

III. Proposed practicum roles and tasks - Specify roles that will produce new, undergraduate or graduate level learning.

IV. Identify practicum tasks that overlap with employment tasks.

V. Supervision Plan. Indicate your plan for practicum supervision. See criteria listed on page one for options.
VI. Schedule Information - Complete the following schedule information:

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<tr>
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<th>WORK SCHEDULE</th>
<th>PRACTICUM SCHEDULE</th>
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<tbody>
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Practicum Start Date: __________  Practicum End Date: __________

Number of Practicum Hours that overlap with paid employment hours: _______
VII. Signatures

__________________________  ____________________________
Student                                      Date

__________________________  ____________________________
Employment Supervisor                            Date

__________________________  ____________________________
Practicum Supervisor (if applicable)                Date

__________________________  ____________________________
Practicum Director                              Date

Also include in the application:

1. A letter from the employer supporting the employment-based practicum and identifying the structures in place to separate job tasks from practicum tasks.
2. A current job description