Employment Based Practicum (EBP) Guidelines

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. Consequently, practicums at a student’s existing site of employment can only happen after prior discussion with and approval of the Director of Field Education to ensure specific criteria are met.

DOES MY EMPLOYMENT SITUATION QUALIFY FOR AN EMPLOYMENT-BASED PRACTICUM?

I AM WORKING AT A SOCIAL SERVICE AGENCY THAT MEETS ALL THE REQUIREMENTS OF THE SOCIAL WORK PRACTICUM PROGRAM.
I HAVE WORKED AT THIS AGENCY FOR MORE THAN 6 MONTHS AND/OR HAVE MADE IT THROUGH MY PROBATIONARY PERIOD.
I HAVE DISCUSSED AN EBP WITH MY AGENCY AND SUPERVISOR AND HAVE THEIR SUPPORT.
MY AGENCY/ SUPERVISOR AGREES TO SUBMIT A LETTER OF SUPPORT.
PRACTICUM EXPERIENCES ARE EDUCATIONALLY FOCUSED AND MEET ALL REQUIREMENTS OF THE SOCIAL WORK PROGRAM AS INDICATED IN THE LEARNING AGREEMENT.
MY PRACTICUM ROLE AND TASKS ARE SEPARATED FROM MY NORMAL EMPLOYMENT TASKS AND PROVIDE ME WITH A DISTINCT AND DIFFERENT SET OF LEARNING OPPORTUNITIES AND EXPERIENCES.
MY PRACTICUM TASKS OCCUR DURING A CONSISTENT AND REGULAR WEEKLY SCHEDULE, E.G. PRACTICUM HOURS HAPPEN EVERY MONDAY 8-5PM
THE SUPERVISION OF PRACTICUM TASKS WILL BE SEPARATE FROM MY EMPLOYMENT TASKS AND ONE OF THE FOLLOWING OPTIONS WILL APPLY:

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.

I HAVE COMPLETED BOTH THE PRACTICUM APPLICATION AND THE EBP APPLICATION IN MY SONIA ACCOUNT PROVIDING A DESCRIPTION OF CURRENT EMPLOYMENT
RESPONSIBILITIES AND DISTINCT PRACTICUM RESPONSIBILITIES PLUS A WEEKLY PRACTICUM SCHEDULE AND PROPOSED SUPERVISION PLAN.

If above criteria apply to your situation, please follow the steps outlined below:

1) Contact the Director of Field Education as soon as possible and arrange a meeting/call to discuss the feasibility of an EBP at student’s current employment site.

2) If preliminary approval is granted, students have to complete the EPB Application via their personal Sonia account. **Applications are due at least one month prior to the start of practicum.**

3) As stated above, approval for an EBP requires a letter of support from the student’s employer identifying the structures in place to separate job tasks from practicum tasks, and both a current job and proposed practicum description are required.

4) Director of Field Education will review EBP application, contact employer for clarification if necessary, and inform student of final decision.