

## 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.