Westfield STATE UNIVERSITY

Student Name: _____

APPLICATION FOR EMPLOYMENT-BASED PRACTICUM

The practicum education process is a partnership involving the social work program, practicum education program staff, social work faculty, practicum placement sites, practicum instructors, and social work students. Your mindful, thorough, completion of this application supports that process and allows us to move forward in developing a positive field placement. Students who return incomplete or late practicum applications and/ or do not actively collaborate with practicum education staff will risk delayed entrance into practicum and subsequent delay in completing practicum requirements. We understand that employment-based application processes can take considerable time. It is crucial that students work closely with their Practicum education staff regarding updates, timing, and approvals.

Completion and Submission Instructions:

- It is essential that you review the MSW Practicum Education Manual prior to completing this application. This will help you understand the specific requirements of your practicum placement and the practicum education process.
    - The MSW Practicum Education Manual and other helpful information is available on the Practicum Education Webpage of the Social Work Department:
    - https://www.westfield.ma.edu/academics/social-work-department/practicum-education
- Complete this application process electronically.
    - Click the appropriate checkboxes and/or type information in the text boxes.
    - Be sure to save your completed application in the following format:
    - last name, first name, EmploymentApp - (i.e., "Smith, Jane, EmploymentApp.pdf")
- The Application is only considered complete when the Application for Practicum and current resume have also been received.
- Submit your electronically completed field practicum application (i.e. Employment-Based Practicum) to: socialworkfield@westfield.ma.edu.

Employment-Based Practicum Placement Requirements:

In some situations, a practicum placement can be established within the student's agency of employment. In most cases, an employment-based placement requires a ***new and separate*** set of responsibilities within the employment setting. In other situations, students may request to utilize a portion of their current employment responsibilities as their internship. ***In addition*** *to the policies and procedures outlined in the WSU Practicum Education Manual,* all employment-based placement options must meet the following criteria to be approved:

1. Preferred: the student/employee has been employed at the organization for a minimum of 3 months prior to applying for an employment-based field placement.

2. The student's place of employment must allow the student/employee to attend required classes.

3. The practicum placement must provide a placement experience that has clear linkages to the BSW/MSW Foundation or MSW Advanced Social Work Competencies listed at the end of this application:

    a. in an area, program, or service different from the one where the student is currently employed, or...

    b. that identifies a specific <u>portion</u> of the student's employment responsibilities that will be utilized as internship activities and new learning opportunities.

4. The specific <u>number of hours</u> associated with the student's employment responsibilities will depend on their year of practicum.

    a. BSW placements are 240 hrs/semester (16-18 hrs/week)

    b. MSW Foundation placements are 200 hrs/semester (15-16 hrs/week)

    c. MSW Advanced placements are 250 hrs/semester (18-20 hrs/week)

5. The student's place of employment must provide a Practicum Instructor who meets the following requirements:

    a. has been employed by the organization for at least one year,

    b. has a minimum of two years of post-degree social work experience, as applicable.

6. The Practicum Instructor must also:

    a. For BSW Students:

        i. have a Bachelors (BSW) or Master's (MSW) degree in Social Work from a CSWE accredited program.

    b. For MSW Students:

        i. have a Masters (MSW) degree in Social Work from a CSWE accredited program.

        ii. Massachusetts State Regulations also require that field instructors hold a license to practice social work in the Commonwealth of Massachusetts as a Licensed Independent Clinical Social Worker (LICSW) or Licensed Certified Social Worker (LCSW) or be exempt from such license (if employed by the Commonwealth of Massachusetts and exempt or employed out of state). WSU prefers that field instructors of students in an advanced year placement have an LICSW (or be eligible for such license or the equivalent in another in another state).

7. The Practicum Instructor agrees to work closely with the BSW/MSW Program and student to develop a portion of the student's current employment responsibilities to be utilized as the BSW/MSW internship. Internship activities are expected to provide focus on the mastery of the BSW/MSW Social Work Competencies described later in this application.

8. The Practicum Instructor agrees to directly provide the student with a minimum of one hour/week of individual internship supervision and must also ensure that the student will receive at least one additional hour/week of group supervision and/or task-oriented supervision (may or may not be provided by the primary Field Instructor).

9. If the Practicum Instructor has not previously supervised social work students, the organization must allow the Field Instructor to participate in a practicum orientation meeting and in Supervision in

Practicum Instruction (SIPI) training, as required by the Westfield State University Department of Social Work. SIPI training completed at another accredited MSW program may be accepted if it meets Westfield State University Program requirements for Practicum Instructor training. Consideration will be given to individual circumstances and/or prior supervisor experience that may warrant either alternative methods of ensuring practicum instructor training and competence or waiving the SIPI requirement.

10. The practicum agency must establish a formal affiliation agreement with the Westfield State University Department of Social Work.

Employment-Based Practicum Placement Specific Proposal

- **I am applying for: (check one answer)**

  ☐ BSW Practicum Placement

  ☐ MSW Foundation Year Field Placement

  ☐ MSW Advanced Year Field Placement in the Traditional MSW Program

  ☐ Advanced Year Field Placement in the Advanced Standing MSW Program

- **I am currently enrolled in: (check one answer)**

  ☐ BSW Program

  ☐ MSW 2-Year Full-Time Program MSW

  ☐ 3-Year Part-Time Program

  ☐ MSW 4-Year Part-Time Program

  ☐ MSW Full-Time Advanced Standing Program

  ☐ MSW Part-Time Advanced Standing Program

Details of Current Employment

➢ Name of Agency/Company:

➢ Specific Program within Agency/Company:

➢ Address:

➢ Current Position (Job Title):

➢ Length of Time in Current Position:

➢ Current Work Schedule:

➢ Current # of Hours Worked per Week:

➢ Current Employment Supervisor:

➢ Description of Current Employment Duties: *(2000 character max.)*

Employment-Based Practicum Placement Options

Please check the option/type of Employment-Based Field Placement agreed upon in collaboration with your assigned Practicum Education Staff.

▪ **I am applying for (check one answer):**

☐ Option 1: Practicum Placement is within a different program than employment and field instructor/supervisor will be different from employment supervisor

☐ Option 2: <u>Portion</u> of current employment is identified for Practicum Placement and field instructor/supervisor is *different* from employment supervisor

☐ Option 3: <u>Portion</u> of current employment is identified for Practicum Placement and practicum instructor/supervisor is *same* as employment supervisor

Note: Regardless of Option, the proposed Employment-Based Placement must meet all requirements as detailed in the WSU Practicum Manual for the particular placement; BSW, MSW Foundation, or MSW Advanced.

Option 1: Proposed Practicum Placement within a different program

➢ Practicum Placement Position (Title): _____

➢ Detailed Description of Proposed Duties: *(2000 character max.)*

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➢ Proposed Practicum Placement Schedule:

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➢ Proposed # of Weekly Placement Hours:

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➢ Will current responsibilities and/or work hours be adjusted to accommodate the practicum placement (i.e., reduces caseload, reduced hours, etc.)?

☐ No   ☐ Yes, please explain: _____

➢ Discuss Differences Between Employment Position & Practicum Placement (i.e., differentiation in departments, clients, etc.): *(2000 character max.)*

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Option 2 and 3: Proposed Practicum Placement within current employment

➢ Detailed description (narrative) of proposed Practicum Placement, paying careful attention to the various underline portions of current employment to be identified for the Practicum Placement: *(2000 character max.)*

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➢ List the specific employment duties/responsibilities and hours/timeframes (*not your full employment schedule*) that will be identified as the BSW, MSW Foundation or MSW Advanced Practicum Placement: *(2000 character max.)*

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Proposed Social Work Practicum Instructor *(regardless of option chosen, please provide requested info below):*

➢ Name: _____

➢ Position/Title: _____

➢ Contact Info (phone # and Email): _____

➢ Length of time at Employment Site: _____

➢ Years Post-Degree Experience *(attach resume)*: _____

➢ Institution and Date of Social Work Degree: _____

➢ Social Work License #: _____

➢ Previous experience as a Practicum Instructor: _____
☐ No   ☐ Yes *(When, Where):*

➢ Completed SIFI:

☐ No   ☐ Yes *(When, Where, Include Copy of Cert)*:

Required Signatures:

Signatures below indicate agreement to the Employment-Based Practicum Placement Requirements and Specific Proposal listed in the above document. Please note that the proposal is only approved as an employment-based practicum placement when signed by the student, required employer representatives, and WSU Practicum Education Staff. WSU Practicum Education Staff may request additional information and/or site visits in consideration of this application.

Student *(signature/date)*:

Current Employment Supervisor *(signature/date)*:

Proposed Practicum Instructor (if different from employment supervisor) *(signature/date)*:

Employment Manager or Above *(signature/date)*:

WSU Practicum Education Staff *(signature/date)*:

BSW & MSW Foundation Social Work Competencies

Competency #1: Demonstrate Ethical and Professional Behavior:

- Social workers understand the value base of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels. Social workers understand frameworks of ethical decision-making and how to apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize personal values and the distinction between personal and professional values. They also understand how their personal experiences and affective reactions influence their professional judgment and behavior. Social workers understand the profession's history, its mission, and the roles and responsibilities of the profession. Social Workers also understand the role of other professions when engaged in interprofessional teams. Social workers recognize the importance of lifelong learning and are committed to continually updating their skills to ensure they are relevant and effective. Social workers also understand emerging forms of technology and the ethical use of technology in social work practice.

Competency #2: Engage Diversity and Difference in Practice:

- Social workers understand how diversity and difference characterize and shape the human experience and are critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including but not limited to age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that, as a consequence of difference, a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. Social workers also understand the forms and mechanisms of oppression and discrimination and recognize the extent to which a culture's structures and values, including social, economic, political, and cultural exclusions, may oppress, marginalize, alienate, or create privilege and power.

Competency #3: Advance Human Rights and Social, Economic, and Environmental Justice:

- Social workers understand that every person regardless of position in society has fundamental human rights such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers understand the global interconnections of oppression and human rights violations, and are knowledgeable about theories of human need and social justice and strategies to promote social and economic justice and human rights. Social workers understand strategies designed to eliminate oppressive structural barriers to ensure that social goods, rights, and responsibilities are distributed equitably and that civil, political, environmental, economic, social, and cultural human rights are protected.

Competency #4: Engage in Practice-informed Research and Research-informed Practice:

- Social workers understand quantitative and qualitative research methods and their respective roles in advancing a science of social work and in evaluating their practice. Social workers know the principles of logic, scientific inquiry, and culturally informed and ethical approaches to building knowledge. Social workers understand that evidence that informs practice derives from multi-disciplinary sources and multiple ways of knowing. They also understand the processes for translating research findings into effective practice.

Competency #5: Engage in Policy Practice:

- Social workers understand that human rights and social justice, as well as social welfare and services, are mediated by policy and its implementation at the federal, state, and local levels. Social workers understand the history and current structures of social policies and services, the role of policy in service delivery, and the role of practice in policy development. Social workers understand their role in policy development and implementation within their practice settings at the micro, mezzo, and macro levels and they actively engage in policy practice to effect change within those settings. Social workers recognize and understand the historical, social, cultural, economic, organizational, environmental, and global influences that affect social policy. They are also knowledgeable about policy formulation, analysis, implementation, and evaluation.

Competency #6: Engage with Individuals, Families, Groups, Organizations, and Communities:

- Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers value the importance of human relationships. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand strategies to engage diverse clients and constituencies to advance practice effectiveness. Social workers understand how their personal experiences and affective reactions may impact their ability to effectively engage

with diverse clients and constituencies. Social workers value principles of relationship building and interprofessional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate.

BSW & MSW Foundation Social Work Competencies Continued...

Competency #7: Assess Individuals, Families, Groups, Organizations, and Communities:

- Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in the assessment of diverse clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of assessment with diverse clients and constituencies to advance practice effectiveness. Social workers recognize the implications of the larger practice context in the assessment process and value the importance of interprofessional collaboration in this process. Social workers understand how their personal experiences and affective reactions may affect their assessment and decision-making.

Competency #8: Intervene with Individuals, Families, Groups, Organizations, and Communities:

- Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers are knowledgeable about evidence informed interventions to achieve the goals of clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to effectively intervene with clients and constituencies. Social workers understand methods of identifying, analyzing and implementing evidence informed interventions to achieve client and constituency goals. Social workers value the importance of interprofessional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, interprofessional, and interorganizational collaboration.

Competency #9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities:

- Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations and communities. Social workers recognize the importance of evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers understand qualitative and quantitative methods for evaluating outcomes and practice effectiveness.

MSW Advanced Social Work Competencies

Competency #1: Demonstrate Ethical and Professional Behavior:

- Clinical social workers understand that the professional relationship and professional ethics are the foundation of clinical practice. Clinical social workers recognize the importance of the therapeutic relationship, the person-inenvironment and strengths perspectives, the professional use of self with clients, and adherence to ethical guidelines of professional behavior. Clinical social workers understand their role and the role of other professionals on interprofessional teams and the ethical use of technology for clinical social work practice. Clinical social workers understand and apply ethical standards and model the ethical use of treatment modalities in practice.

Competency #2: Engage Diversity and Difference in Practice:

- Clinical social workers build on the generalist foundation competency to further understand how diversity and difference characterize and shape the human experience and are critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including, but not limited to, age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion /spirituality, sex, sexual orientation, and tribal sovereign status. Clinical social workers also understand the forms and mechanisms of oppression and discrimination and recognize the extent to which a culture's structures and values, including social, economic, political, and cultural exclusions, may oppress, marginalize, alienate, or create privilege and power. Clinical social workers understand and integrate into their assessments and interventions the effects on clients of oppression, poverty, marginalization, and alienation, as well as privilege, power, and acclaim.

Competency #3: Advance Human Rights and Social, Economic, and Environmental Justice:

- Clinical social workers build on the generalist foundation competency to advance human rights and social, economic and environmental justice through their clinical practice. They understand that every person regardless of

position in society has fundamental human rights such as freedom, safety, privacy, an adequate standard of living, health care, and education. Clinical social workers understand the global interconnections of oppression and human rights violations and are knowledgeable about theories of human need and social justice, as well as strategies for promoting social and economic justice and human rights. Clinical social workers identify and integrate strategies for practice that recognize with clients the oppressive structural barriers present in their lives and work to ameliorate the impact of those structural dynamics on the client system.

MSW Advanced Social Work Competencies Continued...

Competency #4: Engage in Practice-informed Research and Research-informed Practice:

- Clinical social workers use quantitative and qualitative research methods, multi-disciplinary sources, and multiple ways of knowing to advance the science of social work and to inform and evaluate the efficacy of their clinical practice. Clinical social workers apply the principles of logic, scientific inquiry, and culturally informed and ethical approaches to building knowledge. Clinical social workers are knowledgeable about evidence based interventions, best practices, and the evidence based research process. Clinical social workers use a critical perspective in applying evidence based practice in assessment and intervention with clients, participate in the generation of new knowledge through research and practice, and use research methodology to evaluate practice.

Competency #5: Engage in Policy Practice:

- Clinical social workers understand that both client systems and social service delivery systems are affected by policy implementation at the federal, state, and local levels. Clinical social workers help clients to understand the impact of policy on their wellbeing, including, as appropriate, the political nature of policy. Clinical social workers engage in policy analysis within their practice settings, help clients to resist internalization of self-blame for social and economic circumstances that reflect policy decisions at the mezzo and macro level, and empower clients to advocate for policy change.

Competency #6: Engage with Individuals, Families, Groups, Organizations, and Communities:

- Clinical social workers understand that engagement is an ongoing component of the dynamic and interactive process of clinical social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Clinical social workers rely on advanced clinical knowledge to build relationships with clients' systems and interprofessional partners. They possess a clinically-informed understanding of reasons why clients might be motivated or hesitant to engage in services and they demonstrate a range of clinical skills that allow them to effectively engage those they serve.

Competency #7: Assess Individuals, Families, Groups, Organizations, and Communities:

- Clinical social workers understand that assessment is an ongoing component of clinical relationships and apply a wide array of bio-psycho-social-spiritual theories to their understanding of diverse clients and their social environments. Clinical social workers draw upon theories, frameworks, and models of human behavior, as well as information from clients, collaterals, and other professionals, to develop a rich, strengths-based understanding of the people they serve and the challenges they experience. Clinical social workers also reflect on their own reactions to the client system and consider the effects of environmental contexts in the processes of assessment and intervention planning.

Competency #8: Intervene with Individuals, Families, Groups, Organizations, and Communities:

- Clinical social workers demonstrate that intervention is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals and families. Clinical social workers apply evidence based interventions to help achieve the goals of client systems. Clinical social workers integrate theories of human behavior and the social environment in implementing interventions with client systems. Clinical social workers use a critical perspective in identifying, analyzing and implementing evidence based interventions to achieve client system goals. Clinical social workers engage in interprofessional teamwork, and communication in developing and implementing interventions, and demonstrate effective interdisciplinary, interprofessional, and interorganizational collaboration.

Competency #9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities:

- Clinical social workers demonstrate that evaluation is an ongoing component of the dynamic and interactive process of clinical practice with, and on behalf of, diverse individuals and families. Clinical social workers evaluate processes and outcomes to advance practice, policy, and service delivery effectiveness. Clinical social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes. Clinical social workers utilize qualitative and quantitative methods for evaluating outcomes and practice effectiveness.