

**STOCKTON UNIVERSITY
SOCIAL WORK PRACTICUM**

STUDENT REQUEST FOR PRACTICUM PLACEMENT AT CURRENT WORK SETTING GUIDELINES

INSTRUCTIONS: Students who wish to negotiate an arrangement for a practicum placement at their current place of employment in accordance with the Council on Social Work Educational (CSWE) Policy and Accreditation Standards must prepare a proposal using the following guidelines and submit it for approval to the Coordinator of Practicum Education. Where appropriate, your work site administrator who has authority to grant permission for release time for practicum placement, should be contacted before you submit the proposal to the Coordinator of Practicum Education. Your proposal must be approved in writing by the Coordinator of Practicum before you will be permitted to earn internship hours. It is therefore important that students complete and submit their proposals for approval no later than [_____].

CSWE Requirements:

- Students requesting permission to have an internship placement with a current employer must be supervised by an approved practicum instructor who does not supervise them during their paid employment hours.
- Students must complete tasks and assignments as an intern that are totally different than those tasks, assignments, responsibilities and duties they complete as paid employees.

This proposal should be typed and include the following information:

1. Name
2. Home Address (Street/City/State/Zip)
3. Telephone Number: (Home & Business)
4. Date
5. Year of Student in Social Work Program (e.g. BSW, 1st year MSW, 2nd year MSW, etc.)
6. Description and Function of the Agency (Name, Address, Telephone Number).
7. Student Employee Status (job title, function, job description, how long in position, name of immediate employment supervisor).
8. Proposed Practicum Placement Experience (placement function, address if different than above, clients to be served, and supervisor for placement).
9. Proposed Practicum Instruction Learning Objectives: Assignment/Range of Tasks to Meet Learning Objectives; Proposed Practicum Instructor including frequency and times for supervision.
10. Weeks, days, times for proposed internship hours to be completed.
11. Describe how internship tasks are substantially different from those the student completes as a paid employee.
12. Attach the current resume of the proposed practicum instructor and a letter from the agency director/administrator stating that s/he has reviewed the proposal and is in agreement.

*Note: Make sure that the tasks proposed for the internship meet the curriculum goals, objectives of the Social Work Program's Curriculum for the student's level of study.

Submit the completed proposal to:

Douglas Deane, Coordinator of BSSW of Practicum Education
Stockton University
Social Work Program, SOBL, H-201
101 Vera King Farris Drive
Galloway, New Jersey 08205
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