
USE OF WORK SETTING FOR FIELD PLACEMENT

Many students inquire about using their current employment setting as their required field internship placement. Per CSWE, programs must have policies regarding field placements in an organization in which the student is also employed to ensure the *role of student as learner, student assignments* and field education *supervision are not the same* as those of the student's employment (EPAS, 2016). In accordance with CSWE policy, the following policies have been developed related to Work Site Request.

To addresses the need to maintain the educational focus of the field experience and to differentiate between employment and internship activities. This option is considered on an individual basis by the Director of Field Education to insure that students receive a variety of field experiences and supervision in the field internship and written Work Site Request Form must be submitted following field application deadline dates. Please note that no verbal approvals will be provided and request cannot be reviewed until submitted in writing with all required signatures included. The following criteria for utilizing the work setting as a field placement have been established by the LSU's School of Social Work Office of Field Education:

1. The agency must be large enough to provide a move or a significant change to a different department, section or program that represents new and different experiences than the student's current employment.
2. This department, section, or program must be able to meet the educational needs of the student, fulfill the competencies for the internship, and allow the student to complete the required internship hours.
3. This change to a different department, section, or program within the agency must expose the student to a client population and responsibilities that are a significant change from the student's current employment.
4. The agency must provide a field instructor who is not the regular employee supervisor. If this person is not a LCSW (Licensed Clinical Social Worker) the agency must provide a licensed social worker to provide at least one hour per week of face to face supervision. This LCSW must meet the criteria for an approved supervisor.
5. The agency must provide written documentation from an agency administrator that the student will be released from regular work duties at least 18 hours per week to attend to internship matters. This written documentation must also include an understanding from the agency administrators that the student's time will focus on learning, not on work performance or the work demands of the agency. The internship placement will be terminated if this understanding is not honored.
6. Agencies must meet all the criteria for an internship setting as set forth by Louisiana State University School of Social Work and go through the process to become an approved site, if the agency is not already an approved agency.
7. Students requesting their current work setting as a possible internship placement may request this option **only once**. A student will not be allowed to complete both field placements at a place of employment. The Director of Field Internship will make the final decision as to which

year the student will be able to utilize their place of employment as a possible internship setting.

8. Students who are in a position of authority or family member (CEO, Executive Director , etc.) CANNOT intern in their agency.

PROCESSING THE REQUEST

Students interested in this option must submit a completed ***Work Site Placement Request Form*** to the Director of Field Education by the listed due dates for field application for that semester.

- The Work Site Request Form includes the following information **required** information and is available on the School of Social Work Community Moodle site, but includes the following:

THE STUDENT

1. Description of present and potential job responsibilities, title, and supervisor.
2. Beginning date of employment with the agency;
3. Description of proposed field internship assignments, including the department, section, and/or program change;
4. Intended internship supervisor; if this person is not a LCSW or a social worker licensed by another state, then submission of the proposed LCSW supervisor is required.
5. Written plan detailing the release time for internship work and regular work signed by the current job supervisor and the intended internship supervisor, and the LCSW if applicable.

THE AGENCY

1. Written approval from an agency administrator agreeing to this proposal. This should also include signatures from present supervisor, intended internship supervisor, LCSW supervisor, if applicable, and program director, department head, or section leader of the proposed internship setting.
2. Written documentation from an agency administrator that the student will be released from regular work duties at least 16 hours per week to attend to internship matters. This written documentation must also include an understanding from the agency administrators that
 - a) the students' time will focus on learning, not on work performance or the work demands of the agency; **and**
 - b) the internship will be terminated by the School of Social Work if this agreement is not honored.

The Director of Field Education will review the written request, and a decision by the Director will be made within 30 days of the receipt of the proposal and student and agency personnel will be notified by email. The student, agency, and supervisors are expected to adhere to the agreement reached between the Field Office, the student, the supervisors, and the agency. If the Field Office accesses that the student is attending to regular job duties during the designated field internship time or field competencies are not being met, the Field Office will terminate the work-site agreement. If the student becomes no longer employed by the work site agency, the work site approval will be evaluated for continued placement. The field office cannot guarantee that another site can be facilitated within the same semester.