

Part I – Continued

(To be completed by the student)

Briefly describe the setting within which you work, including the field of practice, client population served (e.g., age, ethnicity, problems), and your current duties and responsibilities. (Attach additional sheets if necessary). Please also submit an updated resume.

Part II. Plan for Student Field Learning Assignment
(To be completed by an agency representative)

Agency: _____

Address: _____
Number & Street City State Zip Code

Agency Phone Number: _____ Agency Fax: _____

Current Instructor: _____
Name Phone Email

Proposed Field Instructor for Field Learning Assignment (Attach completed curriculum vitae):

Name Phone Email

Has the Proposed Field Instructor taken the Seminar in Field Instruction (SIFI)?

No Yes - School: _____ Year: _____

Briefly describe the plan for the student's assignment, including direct client contact assignments and any other activities. Indicate how the population and focus of the field learning assignment will be different from the work the student already does as an employee of the agency. (Attach additional sheets if necessary).

How will time in placement be spent, including approximate caseload size (at least 50% of the time should be spent in direct practice; remaining hours can include instruction, team meetings, process recording, charting, etc.)?

A. Indicate the approximate number of direct client hours in each modality:

Individual _____ Family _____ Group _____ Other _____

B. Placement will be at:

One site

More than one site. Please explain: _____

Part III. Agreement for Student Field Learning Assignment
(Completed by an agency representative)

Name of Agency's Social Work Liaison with NYU: _____

Name of Proposed Field Instructor: _____

I understand that Employment Based Field Learning must meet the following criteria:

1. There must be 600 hours of field placement.
2. The actual assignment must follow the approved plan throughout the academic year. The faculty advisor must be contacted immediately if there are any changes.
3. The field placement must reflect a change in work focus and client population.
4. A qualified field instructor who can provide instruction the entire 600 hours must be provided by the agency. This field instructor must not have previously provided instruction the student. The field instructor needs three years post-MSW experience and must have completed or be enrolled in a Seminar in Field Instruction.
5. The worker/student must have passed probation at the current agency.
6. The worker/student's assignment must be appropriate as field learning and accommodate the student's educational needs in the following ways:
 - a. The distinct assignment should be considered an educational experience and should be limited in size and scope based on number of hours;
 - b. The level of assignment must be consistent with advanced concentration field placements; and
 - c. The worker/student's assignment must allow at least 90 minutes per week of field instruction, plus time available for other learning opportunities.

(Print) Name of Agency Representative

Title

Signature of Agency Representative

Date

Signature of Student

Date

APPROVED: Prof. Alison Aldrich

Date