

Field Learning & Community Partnerships  
1 Washington Square North, Suite 106A  
New York, NY 10003-6654  
Telephone: 212-998-5920  
Fax: 212-995-4533  
Email: [field.learning@nyu.edu](mailto:field.learning@nyu.edu)

## **EMPLOYMENT BASED FIELD LEARNING – 600 HOURS GUIDELINES**

Students eligible to apply for Employment Based Field Learning are:

- Students entering the MSW Advanced Concentration, having completed one year of field learning in an assigned agency setting, who are or will be employed in a qualified agency; OR
- Undergraduate seniors who are or will be employed in a qualified agency.

### **Employment Based Field Learning Requirements:**

1. The advanced concentration year requires **600 hours** in field placement, following the field learning calendar.
2. The Employment Based Field Learning assignment must be a new job or a change in work focus and client population for students continuing at an agency in which they are employed.
3. The student's assignment is a learning experience, and must meet the school's requirements for professional skill development:
  - a. Addressing the student's educational needs,
  - b. Providing adequate time for instruction (90 minutes per week minimum),
  - c. Reviewing process recording, and
  - d. Offering other opportunities for learning (e.g., case conferences, staff meetings).
4. The Employment Based Field Learning assignment must provide direct practice with individuals, families, groups, and/or communities and be commensurate with that of advanced concentration graduate field learning as outlined by the following:

### **Criteria for Advanced Concentration Field Learning Performance:**

- Build on professional foundation skills to deepen knowledge and interventions to achieve a beginning level of mastering direct practice with individuals, families, communities and groups.
- Demonstrate advanced skill in initiating and sustaining empathy, exploration, contracting, treatment planning, assessment, and different techniques in providing direct practice to clients.
- Demonstrate the capacity to listen with understanding, to convey sensitivity to differences and acceptance of clients, and to tolerate a range of feelings and affect.
- Be able to elicit and utilize knowledge about historical, cognitive, behavioral, affective and interpersonal data and the range of factors impacting upon clients to develop biopsychosocial assessments with some independence.

- Clearly and consistently demonstrate the capacity for critical thinking in relation to the work, integration of theories and practice knowledge and self-reflection.
- Appreciate the impact of policy on clients and communities, anticipate service needs and issues of prospective clients and seek ways to promote social and economic justice.
- Demonstrate a capacity for refined, differential use of an agency's resources and other community resources as necessary and an understanding of an agency's place in a service network.
- Understand and practice in accordance with the NASW Code of Ethics.
- Recognize and evaluate ethical issues and dilemmas in direct service and in agency policies and practice, formulate choices and appropriately seek consultation.
- Appreciate the role of scientific inquiry and research, understand various approaches to the evaluation of practice and demonstrate a beginning ability to apply them.
- Other: Refer to the MSW Field Learning Manual. It is available online on the NYU SSW web-site at: <http://www.nyu.edu/socialwork/field.learning/manuals.forms.html>.

### **Field Instruction Requirements:**

1. A qualified field instructor must be provided by the agency to give instruction to the student.
  - a. The entire 600 hours must be under the instruction of one primary field instructor.
  - b. This field instructor must be someone who has not previously instructed the student.
  - c. A "qualified" field instructor must have an MSW from a CSWE-accredited school of social work plus at least three years of post-MSW experience. In addition, the field instructor must have completed or be concurrently enrolled in the Seminar in Field Instruction (SIFI). The 13-week SIFI is offered at no cost by NYU each semester (it may also be taken at other area schools).

### **Application Requirements:**

Employment Based Field Learning must be approved by both: (a) the appropriate administrators in your agency AND (b) Prof. Alison Aldrich.

Required application materials:

1. Application for Employment Based Field Learning (including clear description of change in assignment and field instructor);
2. Curriculum Vitae on proposed Field Instructor (to be completed by proposed Field Instructor); AND
3. EBFL Prospective Agency Form.

The student must collect all required application materials and **submit by June 13, 2009** to Prof. Alison Aldrich. No emailed or faxed application materials are permitted. Submissions after the deadline will NOT be accepted. Failure to submit a complete application by the deadline will postpone your advanced concentration studies by at least one year.

Questions about your application should be directed to [field.learning@nyu.edu](mailto:field.learning@nyu.edu).