Statement of Completion
Work Study Proposal

By signing below, I attest that I am submitting a completed Work/Study proposal packet that includes the documents listed below. I understand that an incomplete application packet will not be considered for approval.

☐ Submission of Work/Study proposal with ALL required signatures

☐ Completed Work Study proposal outlining employment and field practice learning differences.

☐ Applicant’s current resume

☐ Proposed Field Instructor’s resume

Student Signature ___________________________________________ Date ___________
Fordham University Graduate School of Social Service  
Proposal for Work/Study Field Placement

This Work/Study proposal is for students who are interested in using their current job in social work as their field instruction site. The application is constructed as a Word document and text must be typed in or checked off in applicable sections.

To be considered for a Work/Study field placement, the following criteria have to be met:

• The student must have been employed by the agency for at least six (6) months at the time of submission of the Work/Study proposal.
• The agency must be willing to allow the student separate and distinct time away from their work duties to participate in the social work internship.
• The agency must be willing to assign a field instructor who is different from the employment supervisor to supervise the student’s internship.
• The field instructor must possess a master’s degree in social work from a CSWE-accredited social work program, have at least 2 years post-graduate social work practice experience and have completed, or be willing to complete, the Seminar in Field Instruction (SIFI) while supervising the student.
• The Work/Study field placement must be approved by the authorizing official of the employment site (i.e. CEO, Executive Director of Personnel Official).

Proposals will be reviewed by the Field Education Department. The result of the review will be one of three options: (1) Approved; (2) Accepted with modifications, or (3) Rejected. At the time of the decision, agency staff personnel, the proposed field instructor and the student will be notified.

INSTRUCTIONS FOR COMPLETION OF THE PROPOSAL

Work/Study proposals for the Fall 2019 semester must be submitted before June 1st. Proposals will be reviewed, and the Educational Coordinator of the agency will be contacted for verification of the Work/Study plan. The Field Education Department reserves the right to determine if proposal meets the educational standards of the Graduate School of Social Service.

Student’s Name (please type): Fordham ID Number:  
Agency Name: Date started at employment:  
Department where student currently works (if applicable):  
Address:  
City: State: Zip:  
Contact person at agency: Phone:  
Contact person at agency email:

Have you discussed the Work/Study Plan with Employer Educational Coordinator?  
☐ Yes ☐ No

(If NO, please do so. The Employer Educational Coordinator must sign the attached sheet indicating approval).
Fordham University Graduate School of Social Service  
Proposal for Work/Study Field Placement

Check as applicable: Legacy Curriculum
- Foundation Year
- Adv Clinical
- Leadership Track A
- Leadership Track B
- Research

Check as applicable: New Curriculum
- Generalist Year
- Specialist Micro
- Specialist Macro
- Specialist Micro & Macro

**The distinction between Employment and Internship**

The practice component of the approved placement hours must be related to social work practice. In this section, explain how the student’s practice assignments will be different from the current work assignment. (Attach an additional page if necessary).

The difference can include, but is not limited to:
- Placement in a different unit of the agency
- Different client population and (explain how they are different).
- A different mode of practice (e.g., leading groups, working with families, administration for a student who currently works in direct service, some long-term cases).
- Other new activities, such as developing a new or innovative service.

This Work/Study Proposal should be developed jointly and signed by the student and the agency person responsible for officially approving field placements. The Field Education Department may contact you, your employment supervisor, and/or your potential field instructor for further information.

<table>
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<tr>
<th>CURRENT EMPLOYMENT</th>
<th>PROPOSED FIELD PLACEMENT</th>
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<td><strong>NAME OF PROGRAM / DEPARTMENT:</strong></td>
<td><strong>NAME OF PROGRAM/ DEPARTMENT:</strong></td>
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<tr>
<td><strong>STUDENT’S CURRENT REGULAR WORK ASSIGNMENTS AND DUTIES:</strong></td>
<td><strong>STUDENT’S INTERNSHIP PRACTICE ASSIGNMENTS AND DUTIES:</strong></td>
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<td><strong>TREATMENT/SERVICE GOALS:</strong></td>
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<td><strong>INTERVENTION METHODS:</strong></td>
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<td><strong>EXACT ADDRESS OF WORK SITE:</strong></td>
<td><strong>EXACT ADDRESS OF FIELD PLACEMENT SITE:</strong></td>
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<td>Will the Field Instructor and/or student both be at the above address: ☐ Yes ☐ No</td>
<td>IF No, where will the Field Instructor be located?</td>
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**CURRENT WORK SUPERVISOR:**

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<tr>
<th>NAME:</th>
<th>Proposed newly assigned field instructor (Must be an MSW):</th>
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<tr>
<td>TITLE:</td>
<td>NAME:</td>
</tr>
<tr>
<td>PHONE:</td>
<td>TITLE:</td>
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<tr>
<td>EMAIL:</td>
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1. Does the field instructor have a master’s degree in social work from a CSWE-accredited social work program and a minimum of 2 years post-graduate social work practice experience?

☐ Yes ☐ No

2. Has the field instructor completed a “Seminar in Field Instruction” (SIFI) in the tri-state area?

☐ Yes ☐ No [If No, you will be required to take it while providing field instruction to the student.]

If “yes”, where and when did you take it?

*SIFI* completed at (School) ___________ Year

3. Will the field instructor be able to provide a minimum of one hour per week of supervision? ☐ Yes ☐ No

4. How many hours will the student be doing field instruction weekly

☐ 14 hrs. ☐ 21 hrs.

**By signing below, all parties indicate approval of this agreement:**

<table>
<thead>
<tr>
<th>Student</th>
<th>Date</th>
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<table>
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<tr>
<th>Proposed Field Instructor</th>
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<tr>
<th>Employment Supervisor</th>
<th>Date</th>
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Authorizing Official (i.e. Educational Coordinator, Program Director, Executive Director, CEO) Date
To whom (agency personnel, not student) and to what address should we mail back the approved, signed agreement:

For Field Education Department Use Only

Are new assignments sufficient for the placement hours requested: ☐ Yes ☐ No

If NO, what hour plan is being approved: ☐ 14 ☐ 21

(Reduced Field Work Students’ Plan must incorporate 28 hours) ☐

Modifications to the proposal agreed to in conference prior to acceptance:

[Blank space for modifications]

Modifications discussed with at the agency.

Proposal Approved as Submitted: ☐

Proposal Accepted as Modified: ☐

Proposal Rejected: ☐

Reason(s):

[Blank space for reasons]

Field Coordinator’s Signature: Date:

Placements approved will be for the full academic year. Students are not guaranteed approval for changes due to alteration in their employment status.

Changes (if necessary) forwarded to Field Placement Site on (date): ______
(rev. 1/2019)