

Social Work Program: Paid Internship Hours Application

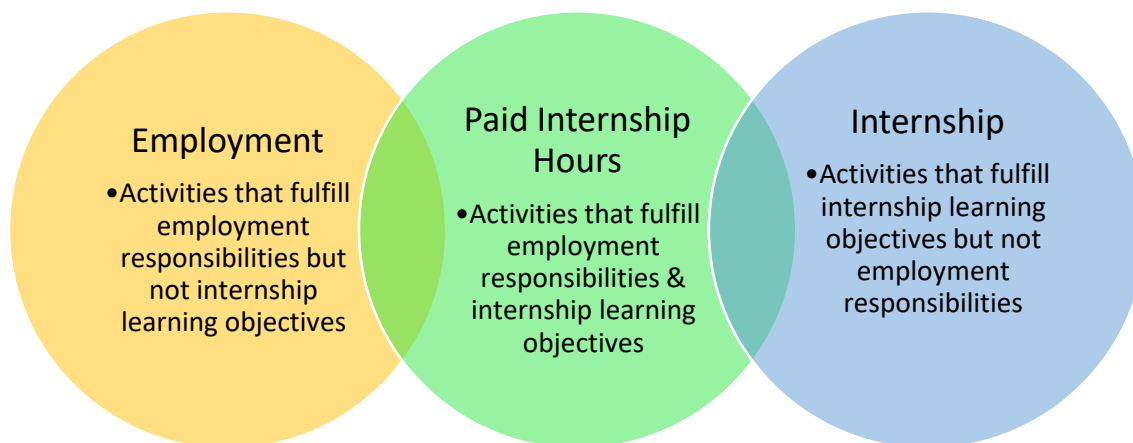
Paid Internship Hours Policy

In certain cases, students may be allowed to complete their field education in the same agency in which they are presently employed. This is only allowed if it seems to be in the best interest of the student's education; that is, the student will continue to learn based on the stated goals and objectives of the Social Work Program. The agency is expected to meet all other criteria and requirements applicable to field sites. Students requesting an employment-based field instruction are required to submit a Paid Internship Hours Application. Final approval of paid internship hours will be made by the Social Work Field Liaison.

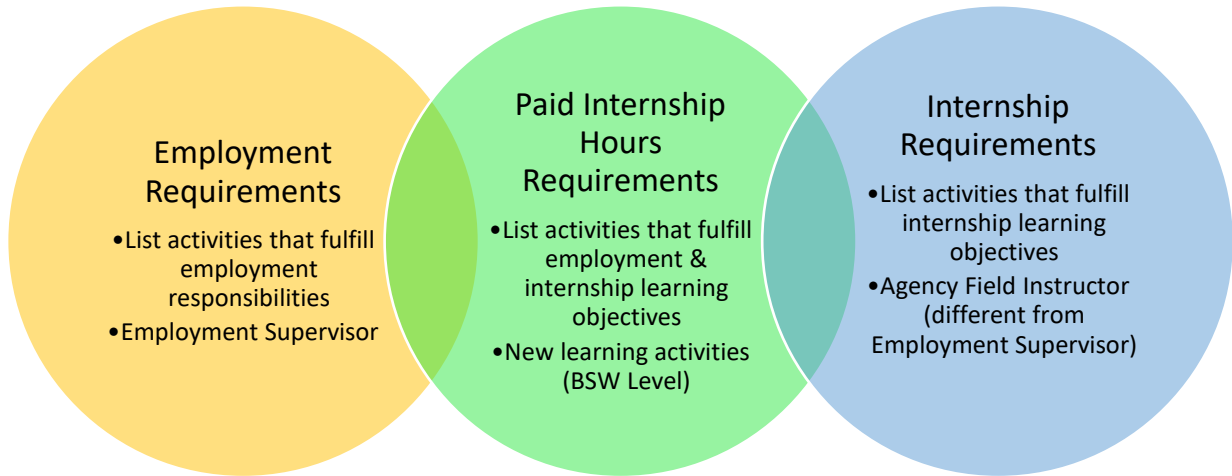
According to the Field Education Manual, the use of field education settings where the student is already an employee or is hired as an employee may be permitted if the following criteria are met:

- The availability of release time for course and field education is ensured;
- There is clear differentiation between work-related activities and field education activities that are educationally focused in areas of new learning for the intern;
- The intern's administrative supervisor cannot serve as the Agency Field Instructor, rather a separate Agency Field Instructor must be assigned;
- The learning experiences for the intern must be drawn from a unit of the agency different from the area where the intern functions as an employee.
- The agency must agree that the Learning Agreement will guide the field education experience;
- The agency must meet the same criteria as other field education settings.

Diagram: When Employment and Internship Requirements Overlap



Verification of Separation: Employment, Paid Internship Hours, & Internship



List activities that fulfill employment responsibilities:	List activities that fulfill employment & internship learning (new BSW learning):	List activities that fulfill internship learning objectives:

Employment Supervisor’s Name and Credentials	Agency Field Instructor’s Name (Different than Employment Supervisor) and Credentials

Student Information

Student Name: _____

Student ID #: _____

Employer Name: _____

City, State: _____

Start Date of Employment: _____

Signature: _____

Date: _____

Acknowledgement of Agency

Does the Agency provide assurance that the employment-based field placement will be structured in a manner to assure separation of employment and field education and assure field will be structured in a manner to allow the student opportunities to practice and develop required social work competencies?

Yes: _____ No: _____

Does the Agency provide assurance that only new learning will be counted as internship hours?

Yes: _____ No: _____

Authorization of Agency Representative: _____

Name and Title: _____

Signature: _____

Date: _____

Social Work Field Education Evaluation

Date Received: _____

Field Site Meets Criteria: Yes: _____ No: _____

AFI/Task Instructor Meets Criteria: Yes: _____ No: _____

Field Activities are Separate from Employment Activities: Yes: _____ No: _____

AFI is Separate from Employment Supervisor: Yes: _____ No: _____

Review Date: _____ Decision: Approved: _____ Not Approved: _____

Additional Information is Requested: _____

Field Liaison Signature: _____

Date: _____

Field Director Signature: _____

Date: _____