

MSW Policy on Field Internships at Place of Employment

MSW students are encouraged to modify their work requirements to allow them to complete the requirements for the Field Internship in settings that maximize their learning experience. First year internship students must complete their field practicum (SWK 553 – Foundation Field) in a setting other than their place of employment.

Second year students or advanced standing students may request their internship be completed at their place of employment. In order to ensure the field internship is educationally focused, the following conditions must be met:

1. A student must complete a **Petition for Field Internship at Place of Employment** form as a part of his/her application for the second year field practicum.
2. Student work assignments/duties **MUST** differ from those associated with the student's employment.
3. The employing organization must be able to provide the student with learning opportunities different from the student's paid job description. Continuing the student's usual work assignments does not qualify as "a learning opportunity".
4. The student must receive weekly field instruction from a qualified MSW other than the supervisor of the paid work assignments. The Field Instructor is responsible for ensuring that the field practicum is **educationally focused** and integrates theory from the classroom with practice experience in the field.
5. Specific tasks and requirements must be clarified for both the paid employment and field internship. Should a student (or agency) violate the specified agreement regarding the separation of field and employment, the student will be required to complete the internship in another setting.

The Director of Field Education is responsible for approving a student's Petition for completing an internship at his/her place of employment. If the Director of Field Education does not feel the placement meets the conditions stated above, or is not appropriate for the field internship, the student will be placed at another agency, which matches the student's interest and learning needs.

Should a student be offered employment at their assigned agency while completing the internship, the above policies will apply.

This policy applies to salaried employment, not to placements that may offer stipends or financial compensation for internship hours.