

Educational Agreement for Place of Employment Field Placement

Foundation Field Placement

Your first year in the program has consisted of all classroom work, and you are now ready to begin working on securing your foundation placement. You have several options that you may take advantage of related to field placement, so please keep these important points in mind:

1. You may enter field placement either in January of your second year, or do a summer block placement.
2. If you elect to begin your placement in January, you are expected to acquire 450 clock hours in the field, working two days a week in an agency, until the first week of August.
3. If you elect to do your field placement as a summer block, you will begin placement in mid-May and work until the first week of August. You will complete 450 clock hours in an agency, working 40 hours per week for a 12 week period.

A field faculty member will assist you in identifying a field placement. To assist us in this process, you will be asked to complete a Field Placement Questionnaire Form. This form will provide the field office with your background information and input on the types of experiences you would like to acquire in placement.

As a part-time student, you have the option to perform one of your field placements at your place of employment. If you elect to do this for either your foundation or concentration field placement, there is an application form that you will need to complete, outlining your job duties, and identifying what you propose to do for your field placement that is different from your job. Your field placement duties must be social work related, supervised by a social worker, and approved by the field office

Only MSW students in the part-time, PM program may petition the Director of Field Instruction to use their place of employment as a field instruction site. Such petition will be considered in light of these criteria:

1. The student must have worked a minimum of one year in the agency.
2. The field instruction assignment must be different from regular work assignment.
3. A field instructor who is not the student's employment supervisor, and who meets the criteria of the Jane Addams College, must be available.
4. A sound educational plan must be submitted, along with signatures from the student's direct supervisor and the agency field instructor. Only PM students are eligible to apply for a field placement in their place of employment. If approved, only one field placement can be done in a place of employment: either the foundation placement or the advanced concentration placement.

All students registered for field instruction are covered by the UIC liability insurance policy.

Concentration Field Placement

Your third year of study is full time. In this third year, you will enter your concentration year of study. Your field placement must coincide with your designated choice in concentration. You will receive a packet listing agencies by concentration to choose from, and the field faculty will assist you in securing the placement.

UNIVERSITY OF ILLINOIS AT CHICAGO
Jane Addams College of Social Work (MC309)
Field Instruction Division, Rm 4137
1040 W Harrison Street
Chicago IL 60607-7134

Approved
Not Approved

Signature/Date, Director of Field Instruction

Place of Employment Form Educational Agreement for Field Placement

____ Foundation
____ Concentration Year
_CAP _CHUD _C/F _HLTH _MH _SCH

Date _____

Student Name _____

Office Phone _____

Home Address _____

City, State, Zipcode

Home Phone _____

Agency Name _____

Length of
Employment _____

Agency Address _____

City, State, Zipcode

Agency Supervisor _____

Phone _____

Field Instructor _____

Phone _____

Complete the following questions. Attach an additional page if necessary.

1. What is your current job title?
2. What is the name of your current division within the agency?
3. Describe the scope of your job. Attach a copy of your job description.
4. Identify the division in which field instruction will take place.
5. What are the responsibilities of this division?

6. Outline what will be your role and responsibilities in this field placement. Attach an additional sheet if necessary

7. Identify the learning goals for the field placement.

8. Describe the educational outcomes for this field placement

To be completed by the field instructor.

Number of hours per week student will work in this division _____

Date field placement will begin _____ Date field placement will end _____

Job Title of Field Instructor _____

Length of employment with agency _____

Approval Signatures

Field Instructor _____ Date _____

Agency Supervisor _____ Date _____

Student _____ Date _____