

Application for Internship in Agency of Employment

MSWI: Due second Friday in June

MSWII: Due second Friday in April

I. Identifying Information:

Student Name:

Date:

Field Level:

MSWI

MWSII

Academic year of placement:

Track

SSW

BHIP

CW

II. Present Job Assignment:

A. Please type in the text box below a description in paragraph format, of your present job assignment and the specific circumstances of the assignment. The following information is required:

- Job classification
- Job status (temporary/permanent; full time/part time); **specify that probationary status in current work assignment has been satisfactory completed.**
- Length of employment
- Regular hours of employment
- Present job duties and a thorough description of functional tasks
- Names of those persons responsible for your direct supervision and for administration of the agency.

III. Prior Experiences

- A. If you have worked in other areas of the agency in addition to your present job assignment, include in the textbox below, a brief description of those areas/units and the length of time in each, including months and dates. If applicable, identify the unit and/or agency where you have had a prior BA and/or MSW level internship. Provide a brief description of the internship experience, roles undertaken, and skills learned.

IV.

A. Learning Assignments

The Department of Social Work Education provides a learning agreement each semester that outlines the competencies and assignments for all students enrolled in foundation field (SWRK 280 & SWRK 281) and advanced field (SWRK 282 & SWRK 283). The learning agreements can be reviewed in advance on the DSWE website. They can be found in either the MSW1 or MSW2 Field Manual.

B. Proposed Internship Experience

Please type in the text box below a written description of the proposed field placement assignment and the specific circumstances of the proposed internship. Note: The proposed internship must be clearly differentiated from current and past job assignments and must meet the curriculum requirements of the social work program. Include the following:

- Proposed assignment (i.e. area or unit)
- Proposed work and internship days and hours, including planned workload modification to accommodate internship hours MSW1 internship requires 16 hours per week; MSW2 internship requires 21 hours per week. Also address how you will accommodate required classes and any program seminars (Note: A limited number of Title IV-E seminars count toward field hours).

C. Proposed MSW Field Instructor:

Please provide the name of the proposed MSW field Instructor who has no authority over you as an employee.

Field Instructor Name: Title:
Email: Phone:

If the field instructor is new to Fresno State, attach a Field Instructor Profile form to this application. The form can be found on the DSWE website at: <https://chhs.fresnostate.edu/social-work/policies-forms/index.html>

V. Terms of In Agency Field Placement for Fresno State MSW Students

As a student in the Department of Social Work Education at Fresno State, I have read and understand the Policies and Procedures for Use of Student Employment Site as a Field Practicum Setting.

As an employee interested in the possibility of completing my required field internship(s) at my agency of employment, I understand that I must apply to be approved for this arrangement. Approval is required from the employment agency and the Field Coordinator. University approval will be based on compliance with the Department of Social Work Education’s field education policies and procedures.

Given that students must have cleared probationary status in their current work assignment to be eligible for an in agency placement, I understand that new employees (less than one year), newly promoted employees, or employees wishing to apply for promotion while in field placement, will not meet the requirements for in agency placement. Any request for an exception to this policy must be discussed with the employer and the Field Coordinator in advance. Exceptions will be made only for very strong and educationally sound reasons. Final approval of an exception is rendered by the Field Coordinator.

I understand and agree to be in compliance with the Department of Social Work Education Terms of In-Agency Field Placement:

The signatures below indicate agreement with the terms of this proposal and an understanding that the arrangements agreed upon may not be changed without advanced approval from both the agency and the Field Coordinator.

VI. Signatures:

Student Signature Date: _____

Proposed MSW Field Instructor Date: _____

Agency Administrator Date: _____

Department of Social Work Field Coordinator Date: _____