

**University of Iowa School of Social Work
General Guidelines for Employment-Based Placements**

2022 Educational Policy and Accreditation Standards (EPAS)

Student field assignments and employment tasks may be the same and counted toward required field hours if the tasks have clear links to the social work competencies, including any competencies added by the program, and their related behaviors. The field instructor and employment supervisor of a student may be the same person. In such cases, supervision time for field education learning must be separate from supervision time for employment

UISSW Employment-Based Placement Criteria

The criteria to complete an employment-based placement are:

- Practice opportunities appropriate for the placement level (BA and MSW Generalist, MSW Specialist)
- Meaningful learning opportunities that allow students to demonstrate attainment of required competencies.
- The placement must be supported by agency management and approved by the UISSW Practicum Administrator.

BA and MSW Practicum Competencies and Competency Indicators

<https://socialwork.uiowa.edu/practicum-education/handbook>

Considerations / Discussion Points

1. Identify who should be involved in these decisions. For example: student, employment supervisor, qualified practicum instructor, appropriate leadership/administrative staff in agency with authority to approve this plan
2. Identify practice/project expectations, including the related tasks/activities, level of responsibility, and general project timelines
3. Discuss alignment between student's long-range learning goals and practice opportunities, including new opportunities that prepare the student for advancement in the social work profession
4. Assess the need for, and identify the opportunities for training, observation, hands-on practice and supervision needed to maximize the student's knowledge and skills
5. Discuss potential dual relationship issues; develop an understanding between the student and job and placement supervisors about how to make both the job and placement successful
6. Discuss how agency and student will protect practicum (educational) time from work time when the activities do not overlap
7. Allow some unscheduled placement time to be devoted to professional reading, research, reflection and integrative learning
8. Ensure student's practicum duties complement, rather than displace, the work of paid employees while providing significant educational benefits to the student

Prior to completing: 1) Download form to your computer; 2) Open newly saved form and type in it; 3) Save again

**University of Iowa School of Social Work
Employment-Based Placement Agreement**

To be completed in addition to the placement agreement form

Student:

Phone:

Email:

Agency:

Address:

I. Student's Current Job — Attach a job description.

- a. Title: _____ Beginning date of current job: _____
- b. Provide a general description of the job duties.

II. Proposed Practicum Opportunities

- a. Provide a general description of the proposed practice opportunities/projects and how they align with the social work competencies and competency indicators.

Practicum Instructor:

Title:

Phone:

Email:

Practicum Instructor Vitae/Resume should accompany this application.

SIGNATURES (typed):

Employment Supervisor

DATE:

Practicum Instructor (If different from Employment
Supervisor)

DATE:

Student

DATE:

Practicum Administrator

DATE: