

**WESTERN MICHIGAN UNIVERSITY**  
**School of Social Work**  
**Office of Field Education**

Policy Guidelines and Procedures for Evaluation of Work-Study Proposals

The relationship between education and employment is central to the evaluation of a work-study proposal. The achievement of learning and educational objectives is the central foci involved in the consideration of a work-study proposal. In addition, the Council on Social Work Education requirements must be followed at all times. The work-study proposal must demonstrate that educational time will be protected and that the educational and learning objectives of the fieldwork will be accomplished.

The following guidelines will be utilized to evaluate each proposal. Students are responsible for ensuring that they meet all stated deadlines and requirements. Failure to meet the deadlines and demonstrate that all requirements are met will result in the disapproval of the proposal.

A. Work-Study Proposal Policy:

1. **Waivers for work experience *cannot* be granted for the field education experience (Council on Social Work Education requirement).**
2. Students may do only one work-study placement during a MSW program.
3. The agency must be an approved placement site.
4. Internships for the MSW candidates can only occur during the Fall and Spring semesters.
5. Field education responsibilities must be a new learning experience (i.e. substantially different from employment responsibilities, tasks and functions).
6. The assigned field instructor cannot be the same person as the current employment supervisor.
7. The focus of the field education experience must be on meeting the student's learning and educational objectives.

8. BSW Internships:
  - a. BSW candidates must complete a total of 400 hours per academic year that they are enrolled over the course of two consecutive semesters/sessions.
  
9. MSW Internships:
  - a. MSW candidates must complete a total of two internships that must be achieved sequentially in consecutive years.
  
  - b. Each MSW placement must occur in a different agency involving different roles/responsibilities/functions/tasks and with a different field instructor.
  
  - c. Each MSW student must complete 900 total field hours: 428 hours per year for the 1<sup>st</sup> year MSW candidate, 472 hours per year for the 2<sup>nd</sup> year MSW candidate. Advanced Standing candidates must complete a total of 596 field hours.
  
9. In rare and unusual circumstances, a student may request that a new job in a new agency be approved as a field placement. The following criteria must be met for consideration of this:
  - The agency must be an approved (or eligible for approval) placement site
  - The start date for the new job must begin no earlier than three weeks prior to the start of the Fall semester
  - If the student has confirmed a placement at another agency prior to receiving the new job, the student must notify the confirmed agency of the change
  - The student must complete a work-study proposal outlining all new work duties; field responsibilities must be new learning experiences for the student. Activities must be available to meet all the learning objectives appropriate to the student's year in the program (foundation or concentration).
  - The student's proposed field instructor must meet educational and experience criteria to function as a sole field instructor; this person may not be the student's employment supervisor.
  
10. Each work-study proposal must meet the deadline for submission (with applications for field work). The proposal will be received for approval/disapproval by the Coordinator of Field Education.

B. Work-Study Proposal Procedures:

The work-study proposal must be typed in memorandum format and directed to the Coordinator of Field Education. Responsibilities that are a part of the field education experience must be a new learning experience

(i.e. substantially different from those of the current employment experience). The following statements below must be *specifically* addressed:

1. A paragraph that outlines the student's current employment. This must include:
  - a. The name of the agency
  - b. The address and telephone number of the agency
  - c. The name of the current program/department
  - d. The current employment tasks/roles/functions/responsibilities
  - e. The current employment supervisor's name.
  
2. A paragraph that outlines the student's proposed arena for fieldwork. This must include:
  - a. The proposed agency's name
  - b. The proposed address and telephone number (if different from above) of the agency
  - c. The proposed program/department where the fieldwork will occur
  - d. The proposed tasks/roles/functions/responsibilities
  - e. The proposed field instructor's name and credentials.
  
3. Each work-study proposal must be:
  - a. Signed and dated by the student
  - b. Signed and dated by the current employment supervisor
  - c. Signed and dated by the proposed field instructor  
*Signatures indicate that the agency is in full support of the work-study proposal.*
  - d. Signed and dated by the Coordinator of Field Education

If approved, a copy of the work-study proposal will be given to the student, the field instructor, and the student's faculty liaison. A copy will also be filed with the field application. Work-study proposals that are disapproved will be returned to the student with a copy placed in the student's field file.

**WORK-STUDY EXAMPLE**

DATE

To: Coordinator of Field Education

From: Student Name

Re: Work-study Proposal

I am submitting a work-study proposal for the (BSW, MSW foundation, MSW concentration) field placement.

Current Employment:       Family Hope Services  
                                  0000 Sunset Street  
                                  Kalamazoo, MI 49000  
                                  269.000.000

Current Title:               Crisis Response Worker

Current Role:               Crisis Intervention Social Worker

Current Duties:             My full-time duties include triage of crisis calls, assessing youth who are in a mental health crisis, completing mental status exams, developing risk assessments, and safety/crisis plans linking youth to services in Yahoo County, an/or coordinating placements in emergency mental health facilities. I am also responsible for providing follow-up services for families served by Crisis Response. Additional duties within the Crisis Response unit includes, accessing resources and managing a resource room that includes these resources.

Current Supervisor:       Susan Bell, LLP, MA, RSW

My proposed arena for fieldwork:

Proposed Agency:         Family Hope Services  
                                  0000 Sunset Street  
                                  Kalamazoo, MI 49000  
                                  269.000.000

Proposed Program:         Home Intervention & Counseling Center  
                                  Family Services  
                                  0000 Sunset Street

Kalamazoo, MI 49000  
269.000.0000

Proposed Role: Individual and Family Counselor

Proposed Tasks: Individual and family counseling with the two units. Providing intake and assessment, crisis intervention, counseling (individual, family, group, and play therapy), developing treatment plans, coordinating referrals and discharges. Most of my time within HI, I will be counseling children who are diagnosed with a serious emotional disturbance (SED) within their homes, schools, and in an office setting. Concurrently as part of my overall internship, I will also be providing individual, family, and group therapy within the Counseling Center. My focus will be primarily with adult clients with mental health related issues.

Proposed Instructor: Annie Hall, MSW, LMSW  
Supervisor, Family Hope Services

---

Student Date

---

Current Supervisor Date

---

Proposed Field Instructor Date

---

Coordinator of Field Education Date