INSTRUCTIONS: Students who wish to negotiate an arrangement for a field placement at their current place of employment in accordance with the Council on Social Work Educational (CSWE) Policy and Accreditation Standards must prepare a proposal using the following guidelines and submit it for approval to the Coordinator of Field. Where appropriate, your work site administrator who has authority to grant permission for release time for field placement, should be contacted before you submit the proposal to the Coordinator of Field Education. Your proposal must be approved in writing by the Coordinator of Field before you will be permitted to earn field hours. It is therefore important that students complete and submit their proposals for approval as soon as possible.

CSWE Requirements:

• Students requesting permission to have a field placement with a current employer must be supervised by a field instructor who does not supervise them during their paid employment hours. Such a field instructor would need to have earned an MSW from an accredited institution and have at least two years professional experience. In addition, it is recommended that the field instructor take part in our Seminar in Field Instruction training program offered at no cost through Stockton University and be available to supervise the student for a minimum of one hour one time per week.

• Students must complete tasks and assignments as an intern that are different than those tasks, assignments, responsibilities and duties they complete as paid employees.

This proposal should be typed and include the following information:

1. Date
2. Student Name
3. Telephone Number: (Cell & Business)
4. Year of Student in Social Work Program (e.g. Advanced Standing, 1st year MSW, 2nd year MSW)
5. Description of the Agency (Name, Address, Telephone Number of Agency).
6. Student Employee Status (your job title, job description, and name of immediate employment supervisor).
7. Proposed Field Placement Experience (function and/or duties of internship, clients to be served and address if different from above).
8. Field/Internship Supervisor’s name, credentials, years of experience and their contact information (email and phone #)
9. Describe how your field/internship tasks are will differ from those as a paid employee.
10. Attach a letter from the agency director/administrator stating that s/he has reviewed the proposal and is in agreement.

Feel free to call 609-761-1258 with any questions in regard to this proposal.

Submit the completed proposal to:

Kathleen Siracusa, LCSW
Kathleen.siracusa@stockton.edu.