



**Employment-Based Field Placement Confirmation
(COVID Modifications)
2022-2023**

*Please review this document and complete all areas where appropriate.
The Field Office will not accept incomplete forms.*

Student Name: _____

Degree Status: BSW Student MSW Foundation Student MSW Advanced Year Student

This Agreement is between the University of North Carolina at Charlotte, School of Social Work (“**University**”) and the employing agency named below (“**Employing Agency**”) regarding an employment-based Field Placement for a UNC Charlotte Social Work student who is also an employee of the Employing Agency.

Employing Agency: _____

Agency Address: _____

An employment-based Field Placement is an option that is not routinely available for UNC Charlotte Social Work students but can be an option if a student is employed in an agency that qualifies as a field site for the UNC Charlotte School of Social Work. To be qualified as a field site for the UNC Charlotte School of Social Work, such an agency must meet all field instruction and other UNC Charlotte School of Social Work standards and expectations. The relevant current CSWE guidelines provide as follows:

Employment-based Field Placements:

The COA decided to codify the following interpretation under the 2015 Educational Policy and Accreditation Standards (EPAS): AFTER May 31, 2022: 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. While these options are permissible, each program has the autonomy, authority, and discretion to develop its own policies regarding field placements in an organization in which the student is also employed. These interpretations present options, not requirements. *From CSWE and Commission on Accreditation Statement Update December 7, 2021, Alexandria, VA*

The UNC Charlotte School of Social Work supports the option from CSWE listed above. Additional information regarding employment-based field placements can be found in the Field Education Handbook.

Field Placement Expectations:

The Employing Agency and the University agree to the following conditions as the means necessary to protect the educational integrity of the Field Placement:

1. Although the employment-based 2022-2023 field placement will allow for the COVID modification to allow work hours to count as field hours, students are still expected to meet course and field requirements regarding 2015 EPAS competencies. For some students this may entail doing additional tasks outside of their regular work tasks/hours to meet competencies. Students must use the Learning Agreement and Evaluation document to outline how all competencies will be met.
2. The student named above is currently an employee at the Employing Agency and will remain on employee status there during his/her/their Field Placement unless the employment status is terminated by the agency which will mean that the Field Placement will not remain employment based and may be terminated.
3. The designated Field Instructor/Task Supervisor named below, an employee of the Employing Agency, must be approved by the UNC Charlotte School of Social Work. He/she/they must be an MSW degree with at least two years post-degree experience (for MSW students) or a BSW degree with at least two years post degree experience (for BSW students) or serve as a task supervisor. NOTE: Due to the COVID Modifications the current supervisor and Field Instructor/Task Supervisor may be the same person.
4. After approval of the Field Placement from the Field Office, the Field Instructor/Task Supervisor and Student will prepare a learning agreement to be signed by the Employing Agency and the Student that details the activities and responsibilities of the Student during the Field Placement. Such agreements must be reviewed and approved by the University's field faculty liaison before being signed.
5. During the months that the Student is participating in the Field Placement, the Field Instructor/Task Supervisor will meet with the Field Liaison and the Student on a regular basis for the purpose of coordinating learning plans and to review the progress of the Student.
6. The Employing Agency and the Student must develop an *Employment-Based Field Placement Plan* for the proposed Field Placement that details specifically how the Employing Agency will meet the conditions of this Employment Based Field Agreement. Insert below.
7. The Employment-based Field Placement will start on **Monday, August 29, 2022 and end on May 2, 2023**. Students will complete a total of 16 hours per week.

Student Employment Information:

What type of employment-based option are you interested in?

SAME Work: Keep your current role at your job and count work hours towards 100% of field hours

DIFFERENT Work: Complete 100% of your field hours in a different department/role doing different task than your current job to earn field hours

COMBO Work: Allow some current work tasks to count as field hours and also work in a different department/role for field hours. Exact percentage will need to be noted below.

Job Title: _____

How long have you been employed at this agency? _____

Work Schedule and Hours:

Instructions: Please provide your SAME, DIFFERENT, or COMBO job/work activities that will allow you to achieve these competencies and behaviors required for your social work degree. Feel free to use a bulleted style list of activities/work; please limit the use of acronyms that may not be familiar to those outside of your agency.

If you are requesting COMBO work please provide the percentage of how much time you will be completing field hours doing SAME tasks versus DIFFERENT: _____%

Competency and Behaviors	SAME: Keep your current role at your job and count work hours toward 100% of field hours	DIFFERENT: Complete 100% of field hours in a different department/role doing different task than you current job to earn field hours	COMBO: Allow some current work tasks to count as field hours and also work in a different department/role for field hours.
<p>Demonstrate Ethical and Professional Behavior.</p> <ul style="list-style-type: none"> ● Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context. ● Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations. ● Demonstrate professional demeanor in behavior; appearance; and oral, written and electronic communication. ● Use technology ethically and appropriately to facilitate practice outcomes. ● Use supervision and consultation to guide professional judgment and behavior. 			

<p align="center">Competency and Behaviors</p>	<p>SAME: Keep your current role at your job and count work hours toward 100% of field hours</p>	<p>DIFFERENT: Complete 100% of field hours in a different department/role doing different task than you current job to earn field hours</p>	<p>COMBO: Allow some current work tasks to count as field hours and also work in a different department/role for field hours.</p>
<p>Engage Diversity and Difference in Practice</p> <ul style="list-style-type: none"> ● Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels. ● Present themselves as learners and engage client systems as experts of their own experiences in practice. ● Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies. 			
<p>Advance Human Rights and Social, Economic, and Environmental Justice</p> <ul style="list-style-type: none"> ● Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels. ● Engage in practices that advance social, economic, and environmental justice. 			

<p align="center">Competency and Behaviors</p>	<p>SAME: Keep your current role at your job and count work hours toward 100% of field hours</p>	<p>DIFFERENT: Complete 100% of field hours in a different department/role doing different task than you current job to earn field hours</p>	<p>COMBO: Allow some current work tasks to count as field hours and also work in a different department/role for field hours.</p>
<p>Engage in Practice-informed Research and Research-informed Practice</p> <ul style="list-style-type: none"> ● Use practice experience and theory to inform scientific inquiry and research. ● Apply critical thinking to engage in analysis of quantitative and qualitative research methods and research find Apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings. ● Use and translate research evidence to inform and improve practice, policy, and service delivery. 			
<p>Engage in Policy Practice</p> <ul style="list-style-type: none"> ● Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services. ● Assess how social welfare and economic policies impact the delivery of and access to social services. ● Apply critical thinking to analyze, formulate, advocate for policies that advance human rights and social, economic, and environmental justice. 			

<p align="center">Competency and Behaviors</p>	<p>SAME: Keep your current role at your job and count work hours toward 100% of field hours</p>	<p>DIFFERENT: Complete 100% of field hours in a different department/role doing different task than you current job to earn field hours</p>	<p>COMBO: Allow some current work tasks to count as field hours and also work in a different department/role for field hours.</p>
<p>Engage with Individuals, Families, Groups, Organizations, and Communities</p> <ul style="list-style-type: none"> ● Apply knowledge of human behavior, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies. ● Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies. 			
<p>Assess Individuals, Families, Groups, Organizations, and Communities</p> <ul style="list-style-type: none"> ● Collect and organize data, and apply critical thinking to interpret information from clients and constituencies. ● Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies. ● Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies. ● Select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies. 			

<p style="text-align: center;">Competency and Behaviors</p>	<p>SAME: Keep your current role at your job and count work hours toward 100% of field hours</p>	<p>DIFFERENT: Complete 100% of field hours in a different department/role doing different task than you current job to earn field hours</p>	<p>COMBO: Allow some current work tasks to count as field hours and also work in a different department/role for field hours.</p>
<p>Intervene with Individuals, Families, Groups, Organizations, and Communities</p> <ul style="list-style-type: none"> ● Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies. ● Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies. ● Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes. ● Negotiate, mediate, and advocate on behalf of diverse clients and constituencies. ● Facilitate effective transitions and endings that advance mutually agreed-on goals. 			
<p>Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities</p> <ul style="list-style-type: none"> ● Select and use appropriate methods for evaluation of outcomes. ● Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes. ● Critically analyze, monitor, and evaluate intervention and program processes and outcomes. ● Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels. 			

Field Instructor Information

Field instructors must hold a Master of Social Work degree from a social work program accredited by the Council on Social Work Education. The field instructor must have at least two (2) years post MSW practice experience.

Field Instructor Name: _____

Field Instructor Credentials:

BSW

MSW

LCSW/LCSWA

Other: _____

Year(s) of Experience: _____

Phone Number: _____

Email: _____

Have you attended UNC Charlotte Social Work Field Instructor Training?

NO- Will need to attend a UNC Charlotte Field Instructor Training

YES -If yes, the date of the training attended (month/year): _____

Task Supervisor Information (If Applicable)

Please complete this section only if a Field Instructor (see above) is not available at your placement.

If no MSW is available to serve as the primary Field Instructor at the agency, a Task Instructor/Task Supervisor may be assigned as the primary instructor. Please complete contact information below for the person who will be serving as the task instructor/task supervisor. Task Supervisor must have an undergraduate and/or advanced degree in a closely related field or may have been grandfathered in as an LCSW by the North Carolina Certification and Licensure Board, but not have an MSW. Experience: The task supervisor must have at least two (2) years post degree practice experience.

NOTE: In some cases BSW/MSW's with 2 years experience will serve as a co-field instructor or secondary task supervisor to the student. The contact information can be added in this section.

Task Supervisor Name: _____

Task Supervisor Credentials:

BSW

MSW

LCSW/LCSWA

Other: _____

Year(s) of Experience: _____

Phone Number: _____

Email: _____

Have you attended UNC Charlotte Social Work Field Instructor Training?

NO- Will need to attend a UNC Charlotte Field Instructor Training

YES -If yes, the date of the training attended (month/year): _____

Signatures

(Digital or Wet Signatures Acceptable -No typed signatures will be accepted)

Employing Agency Supervisor Signature

Date

Title of Supervisor

Field Instructor Signature

Date

Task Supervisor Signature (if applicable)

Date

Social Work Student's Signature

Date

Ticola C. Ross, PhD, MSW, LCSW
Clinical Assistant Professor-Director of Field Education
School of Social Work

Date