



UNIVERSITY OF NORTH CAROLINA AT PEMBROKE
DEPARTMENT OF SOCIAL WORK

MSW Field Practicum Employment Based Placement Application and Agreement

Student: _____

Address: _____

Telephone #: _____

UNCP email address: _____

Current Supervisor and Credentials: _____

Proposed Field Supervisor or Task Instructor and Credentials (**specify degree, school & date**):

Date Hired: _____

Job Title: _____

Reason for request: _____

Current Employment Information

Agency Name: _____

Agency Address: _____

Agency Director

Name: _____

Telephone #: _____

Email: _____

Current Supervisor

Name: _____

Telephone #: _____

Email: _____

Please describe the student's current job responsibilities (**attach copy of job description**):

Criteria for employment based field practicum:

1. Practicum responsibilities must be different from duties of regular employment
2. Student must have a new learning experience (student must be taken out of their regular job responsibilities for hours necessary for the field practicum)
3. Agency must agree to all of the learning experiences of the MSW program
4. During practicum hours, educational needs must take priority over regular employment.
5. Field supervisor must be different from current supervisor.
6. Field supervisor must hold a MSW from an accredited university with at least two years post work experience.
7. In the event that a Field Supervisor with a MSW degree is not available, then a Task Instructor with at least two years of experience in the applicable employment setting may be assigned.
8. Student must receive at least one hour of supervision weekly from the MSW supervisor and/or Task Instructor; supervision must focus on advanced generalist social work practice.
9. Agency must agree to enter into a memorandum of agreement with UNCP Social Work Department.
10. New employment may be considered as a field practicum if employment began within 3 months prior to the beginning of the semester.

