

University of Tennessee, College of Social Work
Employment-Based Placement Plan

The purpose of this form is to document that a student's current job duties as an employee of an agency meet or can be modified to meet the criteria for the learning competencies of their program of study for the current academic year. Please complete all sections below and return this form to your UT Field Coordinator.

Section 1-Student Employment and Academic Information: Complete the following questions		
Student's Name:	Academic Year for Placement:	Hire Date:
Program of Study: Please check your program for your placement: BSSW/1 st yr. Generalist 2 nd yr. Clinical Concentration 2 nd yr. Org Leadership Concentration		
Name & Address of Agency/Employer:		
Name of Proposed Field Instructor & Degree (BSW, MSW, LMSW, LPC, etc.):		

Section 2-Placement Planning Meeting: Initial the following agenda items have been reviewed with you, your current employer supervisor and/or proposed Field Instructor, and Field Coordinator during the placement planning meeting which is designed to certify your employment can meet the criteria for the learning plan competencies for your program of study.

Student Initial	Employer /Field Instructor Initial	Agenda Items Reviewed During the Placement Meeting with Field Coordinator
		Reviewed the learning plan competencies for your program of study. MSSW-Sample Learning Plans at https://www.csw.utk.edu/mssw-field-manual-forms-resources/ BSSW-Sample Learning Plans at https://www.csw.utk.edu/bssw-field-manual-forms-resources/
		Reviewed the current UTCSW Employment-Based Policy MSSW/BSSW-- https://sites.google.com/utk.edu/fieldeducation/documentation/employment-based-placements
		Reviewed employer policies that could impact employment-based placement. Initial N/A if not applicable.
		Reviewed qualification of proposed Field Instructor and onboarding process to become certified as a Field Instructor with UTCSW. (i.e., Field Instructors should have a BSW/MSSW degree/ or other related degree, at least two years of post-graduate experience, and approved by the UT Field Coordinator).
		Reviewed next steps/timeline for submitting employment-based placement plan and confirmation of field form.
		Reviewed and certified that the current job duties of student meet the learning plan competencies of their program of study and discussed any modifications of the student's duties at their employment if needed to meet these learning competencies.

If modifications to student's job duties are needed to fulfill learning plan competency requirements, please list them below; (i.e., Student will meet with clients in individual therapy 1x weekly in "x" program to meet Comp 7.4).

If the approved Field Instructor leaves the agency, or is on temporary leave, is there a staff member at the agency who can serve in this role?	Yes, please list the name of the other staff member. _____	No, UT will need to provide an off-site Field Instructor
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Section 3-Student/Employer Responsibilities: Initial that you understand and will be able to fulfil the following responsibilities to comply with UTCSW Employment Based Policy for a placement.

Student Initial	Employer/ Field Instructor Initial	Responsibilities
		Students are allowed to count 15/16(BSW/Generalist/Extended Study)-24 (2 nd Year Full-Time) hours of employment working hours per week towards placement depending on their program of study.
		Employer agrees to provide the student-employee one hour of weekly individual educational supervision, which is different from employment supervision and must focus on the student's learning competency.
		Students cannot count all their employment hours towards placement hours. Student will need to only count hours that are directly connected to their learning plan competencies and social work skill development. These hours need to fulfill the minimum requirement of each student's program weekly. Students can only finish the placement up to two weeks early per semester.
		A student must have completed the UT (4) week probationary period for employment-based placements prior to requesting a placement at their place of employment.
		A student may have the same Field Instructor as their employment supervisor if the employment supervisor meets all requirements for a field instructor, completes approved field educator training and is approved by the Field Coordinator.
		If the field instructor does not have a BSW/MSW degree but has a related degree, the student may receive supplemental supervision (based on their program of study requirements) twice monthly by someone within the agency who does have the appropriate social work degree. In some cases, based off available resources UTCSW may be able to provide supplemental supervision if there is no BSW/MSW at the agency.

Section 4-Student Acknowledgement of Risk: Initial the following risk associated with an employment-based placement.

Student Initial	Risk of Employment Based Placement
	I understand, if I am terminated, I must notify the Field Coordinator within 24 hours.
	I understand, if I wish to resign, I must notify the Field Coordinator prior to resigning from my employment to discuss risks/next steps for the placement process.
	I understand, a change in my employment is a disruption of my placement. A disruption includes but is not limited to resigning, being laid off, terminated, or willingly changing employment. A placement disruption is likely to delay your graduation. All changes in employment must be submitted and approved by your Field Coordinator before counting any placement hours or progress in the program.
	I understand, if I experience a disruption of my employment or my employment is not approved by the Field Coordinator, I will more than likely be required to complete a non-employment based placement.