



## Employee-Based Internship Application

**As stated in the 2022 Educational Policy and Accreditation Standards (EPAS 3.3.7):** Student employment may qualify as field hours when directly linked to the nine social work competencies (and any additional competencies added by the program) and level of practice (generalist or specialized). A student's field instructor and employment supervisor may be the same person; however, in such cases, supervision time for field education learning must be separate from supervision time for employment.

While overlap between employment tasks and internship is allowed, you are encouraged to engage in new activities to grow and meet learning and professional goals.

### **Utica University Employment-Based Internship Criteria:**

(Note: Before pursuing an employment-based field placement, students should consult with their employer about any existing employment-field placement policies and procedures.)

- The employing agency presents sufficient practice opportunities appropriate for the placement level (Generalist, Specialist)
- The employing agency presents meaningful learning opportunities that allow students to participate in activities directly linked to the nine social work competencies & demonstrate attainment of required competencies.
- The placement must be supported by agency management and approved by the UU Director of Field Education.
- Students must be in good standing, and not involved in a review process. Students who have been terminated from a field placement may not be approved for an employment-based field placement.
- There must be an internship supervisor ("Field Supervisor") who is licensed at the masters level and has at least two years of post-graduate experience. At a minimum, the Field Supervisor must provide at least 90 minutes of regularly scheduled "field instruction" bi-weekly.
- The student's field instructor and employment supervisor may be the same person. In such cases, supervision time for field education learning must be separate from supervision time for employment.
- Students must agree to complete all hours (400 for generalist, 500 for specialized) in two semesters.
- Generalist- May complete up to 12-14 hours a week
- Specialist- May complete up to 14-16 hours a week
- Students may not use EBI for both internships
- Students must intern for at least 12 of the 16 weeks in a semester
- Students must be employed at the proposed agency for at least 30 days before completing the EBI application
- Any employment-based internship proposals that do not align with these criteria may be denied; however, the Director of Field Education ultimately has the final say in such decisions.

## APPLICATION

### **Student Information**

Name:

Phone #:

Utica Email:

Proposed Placement Start Date:

### **Agency Information**

Agency Name:

Agency Address:

Student's Job Title:

Length of time employed in this position

### **Current Work Supervisor**

Name:

Title:

Email:

Phone:

### **Proposed MSW Field Supervisor**

*(Must be a licensed individual who has an MSW from a CSWE accredited program with at least two years of post-graduate experience and is willing to serve as a Field Supervisor.)*

Name:

Title/Credentials:

Email:

Phone:

1. Are you applying for your Generalist or Specialist internship?

**Generalist**

**Specialist**

2. Please provide information about your current job responsibilities.

3. Please provide a general description of the proposed internship opportunities and how they align with the social work competencies and related behaviors (listed below).

- Competency 1: Demonstrate Ethical and Professional Behavior
- Competency 2: Advance Human Rights and Social, Racial, Economic, and Environmental Justice
- Competency 3: Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice
- Competency 4: Engage In Practice-informed Research and Research-informed Practice
- Competency 5: Engage in Policy Practice
- Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities
- Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities
- Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities
- Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

**Organization Endorsements**

*We, the undersigned, attest to the accuracy of the attached statements and have read the proposed plan. We understand and will support the academic needs of this employee that go beyond and are in addition to the ordinary requirements of employment.*

*We recognize that no placement activities may commence until a fully executed contract has been executed. If the agency is not approved, or all parties cannot come to an agreement, we understand that the student employee may not conduct a field placement at this site.*

***All signatures must be completed for proposal consideration. No placement hours may be logged until the proposal is authorized by the UU MSW Field Office.***

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Student/Employee Signature Date

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Employment Supervisor Signature Date

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Agency Field Supervisor Signature Date

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UU MSW Field Director Signature Date