**EMPLOYMENT BASED PRACTICUM**

Kansas State University

Social Work Program

**Putting the EBP Application Together**

1. **Student Application for Practicum**
	* Submit the regular practicum application materials required for all students.

1. **Student EBP request form**

1. **Agency Authorization and Support Form**

**Appendix B**

**EMPLOYMENT BASED PRACTICUM**

**Introduction**

As a general rule, Social Work practicum placements are not paid, not attached to a stipend or scholarship, because they are considered learning rather than employment. There are rare opportunities for exceptions to this practice. When an opportunity arises, the student may request such an exception to be considered. However, **placement decisions are always made on the basis of educational opportunity, not financial reasons.**

The purpose of an Employment Based Practicum (EBP) is to allow the student to use his/her place of on-going employment as the site for the field practicum, or to be hired by an agency wishing to use the student’s work duties as his/her practicum. Students may ***apply*** for an EBP if the following criteria are met:

1. The student is continuing to work in a social service agency but is placed in a new position that is a social work position, which is clearly distinguished from a para-professional position previously held. If the student also continues to work additional hours in the previous position, these hours are clearly distinguished from the practicum hours.

OR

The student is hired by an agency (in which they have not previously been employed) with the agreement that their job is used as a practicum placement. Note: These arrangements are generally discouraged, because it is difficult for the agency and student to keep the position in a student learning perspective and not expect the student to take on full employee responsibilities.

1. The educational assignments must be specified and are clearly distinguished from the student’s employment responsibilities (reassignment of duties) or all the work responsibilities are social work tasks new to the student and are appropriate for BSW level of learning.
2. The agency is supportive of the student’s educational objectives and provides Field Instruction support for the student in this role.
3. A qualified Agency Practicum Instructor is available to supervise the student. If the student is still working in another position, the field instructor cannot be the student’s employment supervisor.

An ***Employment Based Practicum is not:***

An avenue for a student to get educational credit for the work they have been doing on an on-going basis. An on-going role is not new learning and presumably is a para-professional job.

* A convenient way for employers to get more hours of work out of an employee they value by adding the practicum on to a full time job. Practicum experiences, as a learning opportunity, actually provide less work production.
* A “special” practicum. While the setting for an EBP may be different than a traditional practicum, ***all*** **of the expectations for field practicum specified by Kansas State University Social Work Program** are required to be met in the Employment Based Practicum.

**STUDENT APPLICATION FOR EMPLOYMENT BASED PRACTICUM**

Before completing the application the student needs to carefully discuss with his/her employment supervisor and agency administrator whether or not the above criteria can be met within the student’s place of employment. Kansas State University Social Work Program is committed to working with students to ensure that the field practicum component of the student’s education is a sound learning opportunity.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency in which you wish to do an employment based practicum: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is (check one) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ A placement in an on-going employment setting

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ A new employment opportunity

Explain in detail why it is necessary to have this arrangement of an employment based practicum:

If you have previously been employed in this agency, explain how your new job duties will be different from your old ones:

If this employment based practicum is not approved, how will it affect your ability to complete practicum?

 Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AGENCY FORM FOR EMPLOYMENT BASED PRACTICUM**

Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address (Street) (City) (State) (Zip)

Telephone ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorizing Administrator and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Practicum Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beginning date of employment in the agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s pre-practicum agency position and title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Length of time in this position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other prior positions in agency, if any: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the student will be placed in an entirely new position (for the student) in the agency, that position will be: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A. Describe the manner in which the agency will provide a qualified field instructor. If this is an ongoing employment situation the field instructor **cannot** be the student’s work supervisor.

Agency Work Supervisor and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Agency Practicum Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. Describe how the Agency will provide support for the Practicum Instructor to carry out these responsibilities, including granting the instructor sufficient time and resources to carry out instructional responsibilities with the student, the agency and Kansas State University. **Average time is approximately 1-2 hours/week.**

C. Describe how the field instruction role will be kept separate from the work supervision role, if, in the case of new employment, both responsibilities are provided by the same person.

D. Describe the manner in which the agency will provide the range and depth of learning experiences appropriate to a beginning level social worker.

E. If this is an ongoing employment situation, specify how many hours each week the agency expects the applicant to work to complete both work and practicum responsibilities. Students are expected to have 35-40 hours/week in practicum related activities, including field instruction. While there may be some overlap between work and practicum activities, the agency must clearly specify if the applicant will be expected to “make up” those hours that do not overlap.

Proposed hours in the Agency per week **after** beginning Field Practicum:

(a) \_\_\_\_\_\_ Number of hours/week in previous (pre-practicum) job **after** beginning practicum

(b) \_\_\_\_\_\_ Number of hours/week designated for practicum activities (separate from previous job) must be at least 35

(a+b) \_\_\_\_\_\_ Total number of hours/week in Agency

\_\_\_\_\_\_\_\_\_\_\_ Check here if this is a totally new position for the student and all the hours will be dedicated to practicum

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Agency Director)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Agency Work Supervisor)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Agency Practicum Instructor)