

## **Own Agency Placement (OAP) - Policy**

### Overview:

Traditionally, Social Work field placements are educationally focused, unpaid training concentration in their program of studies. There are rare situations, however, where a student may be employed in a social work setting which meets the standards for a field placement, and

## Own Agency Placement (OAP) - Proposal

The proposal must be completed and submitted to the Field Faculty at the time of your field interview so that the application can be reviewed, approved or disapproved by the Field Faculty and the Coordinator of Field Education, and the decision communicated to the student in a timely manner.

This proposal must be completed by the student and the proposed field instructor.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Cell Phone: \_\_\_\_\_ Student E-mail: \_\_\_\_\_

Level of Student/Field Placement:

BSW Full-time

BSW Part-time

MSW 1<sup>st</sup> year/Foundation Full-time

MSW 1<sup>st</sup> year/Foundation Part-time

MSW 2<sup>nd</sup> year/Concentration Full-time

MSW 2<sup>nd</sup> year/Concentration Part-time

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

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

\_\_\_\_\_

Agency Phone: \_\_\_\_\_ Agency Fax: \_\_\_\_\_

Current Agency Supervisor Name: \_\_\_\_\_

Agency Supervisor Phone: \_\_\_\_\_ Agency Supervisor E-mail: \_\_\_\_\_

Proposed BSW/MSW Agency Field Instructor Name: \_\_\_\_\_

Agency Field Instructor Phone: \_\_\_\_\_ Agency Field Instructor E-mail: \_\_\_\_\_

Proposed Field Instructor Degree: \_\_\_\_\_ Date Earned: \_\_\_\_\_

Has the Field Instructor taken the 16-hour Field Instructor Supervisory Training? Yes \_\_\_ No \_\_\_

If yes, please provide where and when: \_\_\_\_\_

Your (student) Current Job Title \_\_\_\_\_ Length of employment \_\_\_\_\_

Unit/Program/Department\_\_\_\_\_

I currently work\_\_\_\_hours/week at my paid job.

During my internship, I will be working\_\_\_\_hours/week at my paid job.

*\*All internship hours are completed in addition to your regular work hours.*

**THE FOLLOWING SECTION IS TO BE COMPLETED BY THE STUDENT  
INTERN APPLICANT:**

Dec(1)2 Tm3(WI)1(D)2 Tm3(WI)1(D)2 Tm3t

What areas of new and significant learning do you expect to gain as a result of this field placement? (Be specific).

**THE FOLLOWING SECTION IS TO BE COMPLETED BY PROPOSED BSW/MSW  
FIELD INSTRUCTOR:**

Proposed Start Date of Field Placement:



