



## EMPLOYMENT BASED INTERNSHIP PLACEMENT FORM

BSW Placement  
200 hrs. per semester

MSW Generalist Year  
200 hrs. per semester

MSW Specialized Year  
250 hrs. per semester

Academic Year (ex. 2026 – 2027): \_\_\_\_\_

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

WKU ID: \_\_\_\_\_

### AGENCY INFORMATION

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

Phone #: \_\_\_\_\_  
City/Zip: \_\_\_\_\_

Agency Contact Person: \_\_\_\_\_  
Employment Supervisor: \_\_\_\_\_

Title: \_\_\_\_\_  
Phone #: \_\_\_\_\_

**As the agency contact, we will support and allow this student to complete the required hours listed above.**

Employment Signature

Date

### FIELD INSTRUCTOR SECTION

The employment supervisor can serve as the field instructor as long as the field education is distinct from employment supervision and the supervisor meets the requirements according to accreditation standard.

Field Instructor: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Credentials:  BSW Degree  2 yrs. Post Experience  LSW  
 MSW Degree  2 yrs. Post Experience  LCSW

Have you been a Field Instructor for a WKU student previously?  Yes  No  
If so, when? \_\_\_\_\_

**As a field instructor, I agree and understand that I must provide 1 hour per week of supervision for every student intern.**

Field Instructor Signature

Date

## SUPERVISION INFORMATION

Students will be expected to apply a “Learner Lens” to their current role when utilizing their social work educational supervision.

Describe your planned educational supervision schedule (1 hour per week is required):

- I understand that completing my educational practicum at my place of employment involves a certain level of risk. I understand that if I am terminated from my employment position, I will also be terminated from practicum.
- I understand that I am required to engage in social work education supervision with Field Instructor (Agency Supervisor) in addition to my work supervision
- I understand that only time spent engaging in competency-building activities may be included and contribute to practicum hour requirements.
- I understand that I am required to have an approved Employment Based Practicum Plan with signatures from the Field Director, Field Instructor, and Employment Supervisor (if different people).

Signatures:

\_\_\_\_\_  
Practicum Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Field Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employment Supervisor

\_\_\_\_\_  
Date

## EMPLOYMENT INFORMATION

Current Job Title/Position: \_\_\_\_\_

# of years in current role:     Less than 1 yr.     1 – 2 yrs.     3 – 4 yrs.  
                                   5 – 6 yrs.     7 – 8 yrs.     9 – 10 yrs.     Over 10 yrs.

Describe the nature of your agency, the different types of constituents served, and services provided.

What is your current Job Description?

## IDENTIFY TASKS UNDER COMPETENCIES

Please develop a draft of your Employment Based Practicum Plan based on the following guidelines:

- Identify tasks that align with a minimum of 14 hours per week (BSW or MSW: 1 year Traditional) or 17 hours per week (MSW: 2<sup>nd</sup> year Traditional or Advanced Standing).
- Write 1-2 tasks per competency.
- Engage with and demonstrate competency development across all areas (micro, mezzo, macro).

**Existing Job Duties:** As students consider using their current workplace as their practicum site, it is important to ensure there is meaningful “overlap” between regular job responsibilities and opportunities for competency development. Students should use the section below to demonstrate how their existing duties align with the required competencies and how these tasks will support further skill development. **Please copy and paste the job duties/tasks directly from your current job description into the competency category that best aligns with each task.** If your job description includes a percentage of time for a task, be sure to include that information. You may also provide any additional justification you feel is necessary for the selected competency area.

Example: Competency 6 or Competency 7 – “I will conduct client intakes and route for appropriate services (25%)”

	<b>Competency</b>	<b>Current Job – Aligned Tasks</b>
1.	Demonstrate Ethical & Professional Behavior	1. 2.
2.	Advance Human Rights & Social, Racial, Economic, & Environmental Justice	1. 2.
3.	Engage Anti-Racism, Diversity, Equity, & Inclusion in Practice	1. 2.
4.	Engage in Practice Informed-Research & Research-Informed Practice	1. 2.
5.	Engage in Policy Practice	1. 2.
6.	Engage with Individuals, Families, Groups, Organizations, & Communities	1. 2.
7.	Assess Individuals, Families, Groups, Organizations, & Communities	1. 2.
8.	Intervene with Individuals, Families, Groups, Organizations, & Communities	1. 2.
9.	Evaluate Practice with Individuals, Families, Groups, Organizations, & Communities	1. 2.

**New Learning Opportunities/Tasks:** Students are encouraged to identify projects or tasks that extend beyond their current role and support the development of competencies not typically emphasized in their position. With supervisor approval and agency support, these opportunities should enhance the student's learning experience while still contributing to

the agency. Please use the fields below to describe any new learning opportunities, projects, or tasks intended to supplement competency development.

Example: Competency 3 – “I will develop materials that can be shared with community partners and agencies around the challenges faced by individuals recently released from incarceration, recent legislation around reinstatement of voting rights, and local resources for voting right reinstatement.”

	<b>Competency</b>	<b>New Learning Opportunities/Tasks</b>
1.	Demonstrate Ethical & Professional Behavior	1. 2.
2.	Advance Human Rights & Social, Racial, Economic, & Environmental Justice	1. 2.
3.	Engage Anti-Racism, Diversity, Equity, & Inclusion in Practice	1. 2.
4.	Engage in Practice Informed-Research & Research-Informed Practice	1. 2.
5.	Engage in Policy Practice	1. 2.
6.	Engage with Individuals, Families, Groups, Organizations, & Communities	1. 2.
7.	Assess Individuals, Families, Groups, Organizations, & Communities	1. 2.
8.	Intervene with Individuals, Families, Groups, Organizations, & Communities	1. 2.

9.	Evaluate Practice with Individuals, Families, Groups, Organizations, & Communities	1.  2.
----	--	--------------

**Proposed Practicum Schedule:** *If approved, the student can only count the required minimum practicum hours each week: Generalist level requires 14 hours per week and Specialization level requires 17 hours per week.*

DAYS OF THE WEEK	TIMEFRAME FOR HOURS
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

*Please note: An application for a employment based practicum placement does not guarantee such placement. Students, in conjunction with agency administration and the Field Director, must demonstrate that such placement will satisfy the student's educational needs.*

**As a student, I understand that if allowed to do a employment based practicum placement, that my employee tasks must directly be linked to the 9 core competencies and will be documented as such in my learning plan. Additionally, I understand that if I quit or lose my job for any reason, it will jeopardize my field placement, which in turn will jeopardize the completion of the program.**

**I have reviewed the worksite placement form and I agree with the all the above.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

#### **ADMINISTRATION SECTION ONLY**

Approved:  Yes  No

\_\_\_\_\_  
Field Director Signature

\_\_\_\_\_  
Date