EMPLOYMENT-BASED INTERNSHIP (EBI) PROPOSAL

A student may propose to use the agency where he/she has been employed for one year or more as a field placement. In the student’s proposal, s/he should outline a plan for the field internship where s/he will intern in a department/program other than the one where s/he is employed. Supervision must be provided by an MSW staff member (1) who meets our requirements (4 below) and (2) is not the student’s employment supervisor.

The EBI Proposal must be submitted together with NCSSS field application and updated resume. Proposals will be reviewed by the Director of Field Education and will (1) be accepted, (2) accepted with modifications, or (3) rejected. All involved parties will be notified of the decision. Proposals will be approved for a two-semester placement. The Field Education Program is guided by accreditation standards of the Council on Social Work Education (CSWE) and the policies of NCSSS.

GENERAL GUIDELINES

1. The proposal must be designed in such a way that its implementation will facilitate the student’s development as a professional social worker by providing opportunities to pursue and achieve the specific objectives of field instruction at the BSW senior/MSW foundation or MSW advanced year level.

2. The student should review information outlined in the Field Manual related to placement objectives and requirements and then consult with the Director of Field Education prior to developing the proposal. The manual may be found on-line at: http://ncsss.cua.edu/field/manual.cfm.

3. Student must be assigned to a program/department other than the one where s/he is employed.

4. Field instructor must be someone other than the student’s employment supervisor. This document should clearly distinguish between the proposed student roles, tasks, or responsibilities and those that are part of the student-employee’s regular job.

Minimum requirements in order to be eligible to serve as a field instructor are as follows: MSW, two-years of post-MSW practice experience and one year’s employment in the agency. In addition, the clinical license is required for advanced clinical students’ field instructors, and for advanced combined students’ clinical supervisors. The field instructor must be someone other than the student’s employment supervisor. Careful thought should be given to the nature of the student’s relationship with the person being proposed as field instructor with regard to potential conflicts of interest, e.g. a co-worker who has become a friend would not be appropriate. The proposed field instructor must complete the NCSSS Field Instructor Form, which is to be submitted with the proposal. The field instructor will agree to attend a fall field instructors’ training session offered by the school. The employment supervisor is also encouraged to attend field instructors’ training session.

5. When the employing agency does not already have an established relationship with the NCSSS Office of Field Education, information available at: http://ncsss.cua.edu/field/new.cfm must be completed and a field visit arranged. The proposal will be acted upon once all information has been completed and returned to the NCSSS Office of Field Education. Early completion of information is encouraged to ensure that there will be time to visit the agency, have the Affiliation Agreement signed, to review the internship proposal, make any revisions necessary, and approve it in advance of the fall semester.

6. The student must be an employee in good standing and must have been employed at the agency for at least one year prior to the beginning of the internship. The student must submit his/her most recent performance evaluation as part of the Employment-based Proposal.
7. A student is not eligible to receive federal work-study funding when his/her agency of employment serves as the field instruction site.

INSTRUCTIONS FOR COMPLETION OF PROPOSAL

1. Review the field instruction objectives (see Field Manual) for the level you are proposing to complete (i.e. foundation year MSW, advanced year MSW) in your employment site. If your proposal is for completion of foundation year field, keep in mind that the foundation curriculum is a generalist one and your proposal must ensure that you will have opportunities to for direct work with individuals, families, and groups, and involvement in macro projects.

2. Attach the most recent Performance Evaluation to the proposal.

3. Type your proposal on agency stationary and title it, “Proposal to Complete EBI Foundation or Concentration Field Internship in Agency of Employment.” Under the title, include the information that follows:

   Student’s Name (please print or type): _____________________________________________________
   Agency Name: ___________________________________________ Start date of employment: __________
   Department where currently work (if applicable): ____________________________________________
   Address: _____________________________________________________________________________
   City: ___________________________ State: ___________ Zip: __________________________
   Agency Director: ___________________________ Phone: ___________________________
   Agency Director Email: _____________________________________________________________
   Internship Coordinator (if applicable): ___________________________ Phone: ______________
   Coordinator Email: _________________________________________________________________

   Have you discussed the EBI option with your Director: □ Yes □ No
   (If NO, please do so. The Director must sign the attached sheet indicating approval).

   Check as applicable: □ Foundation Year

   Employment supervisor: ___________________________ Phone: __________________________
   Email: __________________________________________________________
   Proposed field instructor: ___________________________ Phone: __________________________
   Email: __________________________________________________________
   Address where student will be for field placement (if different from address above):
   ________________________________________________________________________________

   • Field Instructor’s length of employment at agency ________________________.
   • Field Instructor’s MSW earned at __________________________ (college/university) in ________ (year).
   • Field instructor’s social work license information: ________________________________

4. Distinction between Employment and Internship

   • Briefly discuss your current program and title, and outline your specific work duties.
   • Indicate the program/department you will be assigned to as an intern. Describe planned internship duties in as much detail as possible.
5. **Proposed Arrangements**

- Describe how your workload will be adjusted to ensure that the time required for your field practicum is available each week. (The ideal situation is when an agency reduces required work hours by the number of required field hours, essentially providing an invaluable benefit to the employee).
- Specify the days and times set aside weekly for the field practicum. Specify if you wish to extend your placement (e.g. begin in August (if advanced year only), or end in May/June, interning for fewer than the typical number of hours/week over a longer period of time).
- Specify the day/time set aside for supervision with the proposed field instructor each week (a minimum of 1 hour per week).

6. **Approval**

- Prior to obtaining agency signatures, the student is encouraged to email the proposal to the Director of Field Education for review. If any modifications are requested, they can be made before the proposal is circulated at the agency for signatures.
- The agency director where the student is employed must sign the proposal indicating his/her approval. This includes approval of the required time for the employee to be a student in the agency and for the person providing field instruction to serve as the student’s instructor.
- The field instructor must sign the proposal indicating his/her approval of the plan, including willingness to serve as the field instructor and to attend field instruction training at NCSSS.
- The student must sign the proposal, indicating intent to adhere to all aspects of the proposal.
- The proposal is then submitted to the NCSSS Director of Field Education and Program Chairperson for final approval.
- The proposal becomes the formal agreement among all parties who have signed the document.
- The student provides a copy of the proposal to his/her field seminar instructor/field liaison at the first seminar class.

By signing below, all parties indicate approval of this agreement:

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