Dear Applicant,

If you are currently working at an agency where you would like to do your field placement, you must make sure that all of the attached paperwork is turned in to the GCSW Field Office. Remember- completing the paperwork is not a guarantee that your proposal will be approved. Listed below are the requirements that must be met.

• **AFFILIATION AGREEMENT**
  Students may only be placed at an agency that has an affiliation agreement with the University of Houston Graduate College of Social Work. If the social work agency of your current employment does not have an affiliation agreement, your agency must contact Jackie Fluellen in the field office @ (713) 743-8088. Jackie will inform your agency how to become affiliated with the university.

• **FIELD REQUIREMENTS**
  All students applying to complete the field practicum at their current place of employment must demonstrate that field hours will not be completed in their current position and that their field instructor is not their current employment supervisor. This is in accreditation standard 2.1.6 that states, “…Student assignments and field education supervision must differ from those associated with the student’s employment”. In addition, you may only complete a field placement at your place of employment for two semesters.

• **APPLICATION**
  The application to complete field practicum in your current place of employment is attached to this form (3 pages). Be sure to fill out the information completely and neatly. Missing information will cause delays in the placement process. If you have additional questions, please stop by the field office or call us at (713) 743-8088.
Application for Field Placement at Your Place of Employment- FORM B
CWEP only

Instructions: Forms must be complete and have all required signatures. Attach this form to your field practicum application. Please print information.

Student Name ________________________  Student Phone # ________________
Work Phone # ________________

Field Course(s):  I  II  III  IV  AF1  AF2  AF3

Semester: ______________ Year: ____________

I. Current Status Information

1. Where are you employed? ________________________________________________

2. In which unit/department do you work? _____________________________________
   How many hours/week? ______________

3. What is the name of your current supervisor? ____________________________

4. Describe (in detail) your responsibilities at work:

   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
II. Field Position Description

(Remember, this section must include a different supervisor and a different position/duties than in section I)

1. To what unit/department would you be assigned for field placement?

2. Who would be your field instructor? ________________________________

3. Does your field instructor have an MSW?  Yes □    No □  Date received ______

4. As a field practicum student, describe (in detail) what your responsibilities would be:

   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

5. Why would you like to do your field placement at your place of employment?

   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
III. Required Signatures

___________________________________   ________________________
Student Signature      Date

____________________________________  ________________________
Student’s Future Supervisor     Date

___________________________________   ________________________
Student’s Proposed Field Instructor    Date

___________________________________   ________________________
CPS District Director      Date

Field Office Use Only (below this line)

This proposal is:  □ Approved  □ Not Approved     for ___________ semester.

Virginia Cooke Robbins, LMSW-AP  Patti Aldredge, LMSW-ACP
Director of Field Education  Assoc. Director of Field Education