

## **WORKSHEET FOR PLACEMENTS WITHIN EMPLOYMENT**

Field placement hours need to be new learning experiences, outside of, and different from your current position.

### **Current Job Description**

(Include current department; client population; specify duties that you do and any you never do):

### **Proposed Internship Description**

(Explain how this will be new, substantial learning; different from your current duties):

### **Current Job Supervisor:**

Name, Department, Title, Address,  
Phone Number:

### **Proposed Internship Field Instructor (MSW):**

Name, Department, Title, Address, Phone:

### **Agency Name, Address, Phone Number:**

### **Years of experience since MSW \_\_\_\_\_**

If this person is not staff at your agency, describe connection to agency, plus mailing address and phone:

I understand that all placements must meet accreditation standards, and must be approved by the field director or coordinator. I will submit this information to the Director of Field Education no later than \_\_\_\_\_. I understand that my placement may be delayed or denied if the information is not accurate and received by the promised date.

(Student signature)\_\_\_\_\_

(Date)\_\_\_\_\_