

**College of Staten Island Master of Social Work OYR Planning Packet**

**PLEASE FOLLOW THE DIRECTIONS BELOW**

- All information must be typed into this form in the spaces provided. NO HANDWRITTEN FORMS.

**PART I: TO BE COMPLETED BY STUDENT**

<b>Student Name (last, first):</b>					
<b>Phone (home or cell):</b>		<b>Phone (office):</b>			
<b>Email Address</b>					
<b>Site Name:</b>					
<b>Placement Site Address:</b>					
<b>City, State, &amp; Zip code:</b>					
<b>Placement Site Phone:</b>					
<b>Placement Site Website:</b>					
<b>Agency Executive who signed.</b>		<b>Work Phone:</b>		<b>E-mail:</b>	
<b>Agency Education Coordinator (if applicable):</b>					
<b>Work Address:</b>		<b>City, State, &amp; Zip code:</b>			
<b>Work Phone:</b>		<b>E-mail:</b>			
<b>Employment Supervisor:</b>					
<b>E-mail:</b>					
<b>Field Instructor (cannot be your immediate supervisor)</b>					
<b>Work Address:</b>					
<b>City, State, &amp; Zip code:</b>					
<b>Work Phone:</b>					
<b>E-mail:</b>					
<b>SIFI Certified (type 'X' by one):</b>		<b>YES:</b>		<b>NO:</b>	

## **PART II: TO BE COMPLETED BY AGENCY REPRESENTATIVE**

### **FIELD PRACTICUM AGREEMENT**

**The field practicum proposal is to be developed jointly and signed by the agency person responsible for developing field placement, our school's field placement coordinator, and the student.**

**Describe the student's current employee responsibilities (you may attach a job description from agency's HR department)**

#### **Proposed Fieldwork Assignment**

Field Practicum is an educational experience and the assignments used for learning must be educationally appropriate and reflect a change in focus from those carried as a worker. Briefly describe the plan for the student's assignment and explain how the distinct assignments will provide the student with in-depth practice opportunities within the student's method of practice, field instruction, as well as other educational offerings within the agency.

Differences in assignments can include (but are not limited to):

1. (if applicable) Placement in a different unit of the agency.
2. Different clients and/or different types of clients.
3. Different modes of interventions (e.g., working with families, crisis intervention).
4. Other new activities, such as participation on interdisciplinary teams or case conferences.

**Describe the student's assignment (please be specific and provide details as much as possible):**

**Days and hours student will be performing the practicum assignment (must be different than work schedule):** \_\_\_\_\_

**PART III: AGREEMENT ACCEPTANCE**  
**STUDENT & AGENCY REPRESENTATIVE MUST BOTH TYPE-IN NAMES**

**Agreement for Student Assignment**

I understand that the OYR field placement must meet the following criteria:

1. OYR Student will start in July and end the following June. OYR Field Practicum is 24 hours per week for the academic year.
2. The practicum assignment must reflect a change in focus to provide students with new opportunities that afford advanced learning. The developed assignment must follow the approved plan throughout the academic year. The Field Education Office must be contacted at [kari.meyer@csi.cuny.edu](mailto:kari.meyer@csi.cuny.edu) if there are any changes.
3. The assignment must allow for 60-90 minutes per week of field instruction.
4. A qualified field instructor **must not** be serving as the employee's supervisor and must be a licensed MSW with SIFI (or SIFI eligible) instructor.

By **TYPING-IN YOUR NAME** you certify that the above information is true and correct to the best of your knowledge and that all necessary parties have been informed of this agreement.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Agency Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Agency Representative Title:** \_\_\_\_\_  
**CSI Field Director's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>FOR CSI USE ONLY</b>
<b><u>Agreement Modification</u></b> Reason(s):          
<b>CSI Director's Signature:</b> _____ <b>Date:</b> _____