



COVER SHEET – FAPE Proposal

Learner's Name |

Date: [Click here to enter a date.](#)

Semester to begin field education experience | [Choose an item.](#)

Year to begin field education experience | [Choose an item.](#)

This document requires electronic submission by student learner to field contact person **after** review of Agency Roster - No interviews are scheduled at the time of form submission. This document is a tool to assist you in the intentional process of thinking & reflecting on who you are, your schedule, type of agency, and client population contributing to mutual growth.

- ☐ **Akron campus** – All Undergraduate Learners | [Naomi White](#)
- ☐ **Akron campus** - Graduate, Foundation (1st placement) Learners | [Naomi White](#)
- ☐ **Akron campus** – Graduate, Concentration (2nd placement & Advanced Standing) Learners | [Becky Thomas](#)
- ☐ **Lakewood Campus** – All Learners – [Becky Thomas](#)
- ☐ **Wayne College Campus** – All Learners – [Lisa Crites](#)



Field at Place of Employment PROPOSAL (FAPE) – All Programs

Directions| Requirements

This document is for those field students who are interested in securing a field placement at their current employment site referred to as a **Field at Place of Employment |FAPE**. The School of Social Work recognizes that many of our student learners have multiple responsibilities including full-time employment. As a result, if an organization adheres to the following requirements, student learners are permitted to experience their field placement at their employment site.



Student learners who plan on requesting a FAPE are still expected to :

1. interview for their field placement at their employment.
2. complete and electronically submit the *Social Work All Program Field Placement Acceptance Form* to appropriate field contact person.
3. complete the FAPE proposal, obtain the necessary signatures and electronically submit completed document to the appropriate field contact person.

Note: All other field forms should be submitted, along with this completed FAPE, according to the schedule (i.e. Field Agency Prior to & After Interview Choice Forms).

FAPE Requirements

Field Instruction

Field Instructors are responsible for infusing the values and ethics of the social work profession into the learner as they practice developing skill sets in engagement, assessment, intervention, and evaluation with varied client systems.

1. The proposed field instructor **must** be someone other than the student's immediate employment supervisor (*one person for field instruction and a different person for employment supervision*).
2. If the student learner is in our undergraduate program, the field instructor is required to have a minimal of a Baccalaureate degree in social work from an accredited social work program.
3. If the student learner is in our graduate program, the field instructor is required to have a minimal of a Master's in Social Work from an accredited social work program (MSSA degrees are accepted).
4. The proposed field instructor must have two years post graduate experience.
5. The proposed field instructor must have a minimum of one year with field placement site.

Task Supervision

Task Supervisors are usually helping professionals who are not academically trained as social workers, yet are knowledgeable in agency processes and skilled in working with client systems.



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Students may receive a task supervisor for day to day guidance, however, the field instructor is required to meet for supervision with the learner on a weekly basis. The field instructor will assist the student learner connect the daily interactions to social work competencies. The field instructor will also use weekly supervision to connect the values and ethics of the social work profession into the learners' skill development.)

1. Task supervisors should have a minimum of three years' experience both at the field placement site and in the social services field.
2. Task supervisors assigned to learners in our undergraduate program should have a minimal of a Baccalaureate degree in their discipline, if different than social work.
3. Task supervisors assigned to learners in our graduate program should have a minimal of a Master's degree in their discipline, if different than social work.

Proposal

1. Specify the social work activities, assignments, and other involvement as part of the field experience. The proposed activities, assignments, and other involvement are required to be different from those that are a part of the student's employee job description.
2. Describe, from the learner's perspective, the learning expected to gain from this experience.
3. Describe how your field education experience will be distinct from normal work in terms of both proposed assignments and time frame. Field time should be planned and specified to maintain learning boundaries as well as opportunities, optimally in blocks of three or more hours and absolutely not less than one hour.
4. Describe specifically how the organization agrees to support the students learning contract and commits to covering student employment activities as needed to facilitate these goals.
5. MANDATORY | Attach a job description outlining your current job responsibilities

Other

1. Proposal should be typed, doubled- space and electronically submitted.
2. All sections of the proposal should be completed.
3. Signature page should have signatures and dated prior to submission to field contact person.
4. Field contact person is the field faculty assigned to student's program location (see 1st page).



LEARNER | FIELD PLACEMENT | EMPLOYMENT INFORMATION

Field Learner's Information

1. Student Learner Name:
2. Student Learner E-mail: @zips.uakron.edu
3. Student Learner Cell/Home phone #:
4. Student Learner work phone #:

Field Organization's Information

1. Organization's Legal Name:
2. Address:
3. Website address:
4. Mission Statement:
5. Summary of Type of programs/services provided by the agency:
6. Target population(s) served:

Student Employee/Employer Status Information

1. Formal Job Title:
2. Job Description (also submit your organization's job description):
3. Length of time employed at the agency:
4. Full Name of immediate employment supervisor:
5. Phone Number of employment supervisor:
6. Email of employment supervisor:



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Proposal

Directions: Student learner completes all four sections by typing directly into the gray buttons which will disappear and expand as you type. Click directly on the box and it will turn a darker gray letting you know you are in the box and begin typing.

1. Specify the social work activities, assignments, and other involvement to be engaged in as part of the field experience. [The proposed activities, assignments, and other involvement are required to be different from those that are a part of the student's employee job description].
2. Describe, from the learner's perspective, the learning expected to gain from this experience.
3. Describe how your field education experience will be distinct from normal work in terms of both proposed assignments and time frame. Field time should be planned and specified to maintain learning boundaries as well as opportunities, optimally in blocks of three or more hours and absolutely not less than one hour. *Attach a job description outlining your current job responsibilities.*
4. Describe how the organization agrees to support the students' learning contract and commits to covering student employment activities as needed to facilitate these goals.



SIGNATURE PAGE

Proposed Field Instructor name:

Proposed Field Instructor phone number:

Proposed Field Instructor email:

Proposed Field Instructor degree: **Choose an item.** Choose credentials, if credentials are not listed, select Exception requested and provide an explanation

Proposed Field Instructor title/position:

Learner (Student) signature | Mandatory **Date:** [Click here to enter a date.](#)

Employment Supervisor signature | Mandatory **Date:** [Click here to enter a date.](#)

Proposed Field Instructor signature | Mandatory **Date:** [Click here to enter a date.](#)

Below signature Optional

Organization or Social Work Director Signature **Date:** [Click here to enter a date.](#)

