

*These questions are examples of questions one might have while reading your proposal, so please use as an example. If you have additional information you would like to include, by all means, include that information. Perhaps these questions don't apply, don't feel you must answer each question. And, do not answer, yes or no. Basically, if you are referring to a question, your statement must reflect the question and your response to that question. Most proposals are about 5 pages long, so flesh this out nicely. Basically, once this has gone to the field committee, the proposal should not generate any questions, rather it should answer questions that someone on the field committee might have. Also remember, you want this to be well written, grammatically correct – an example of professional writing.*

Student Name

Academic Year 2013-2014

### Employment Based Practicum Proposal Narrative

Practicum Location: Community Solutions

Position: In-home therapist

Practicum start date: August 26, 2013

Days/times intern: Monday, Wednesday 8-5 and Friday 8-1

Days/times employee: Tuesday, Thursday, Saturday 8-5

Employment supervisor: Jane Smith, provide contact information, email address, mailing address, phone number

Proposed field instructor: Judy Doe, MSW, provide contact information, email address, mailing address, phone number

Task Instructor (if applicable): Bette Jones, contact information, phone, email, mailing address

MSW Program Advisor (student advisor): Dr. Rana Duncan-Daston

Justification and description of proposed placement. What is your proposed internship position? Will this represent new learning? How? How is the position different from your current employment? What are your basic job duties in your current employment? What will be your basic duties of your internship position? In addition to an employee, are you currently an intern or have been an intern in the past? If so, what is or has been this position? *In this section, you want to show, this is new learning and make the argument.*

Are you an employee in good standing with the agency? Are you on probation? If you will work at your internship at the same time you will work in your regular employment, what hours will you work as an intern? What hours will you work as an employee? Is everyone listed in the proposal on board with your proposal? Should your employment be terminated, how would this affect your internship (for instance, is it agency policy that the internship would be terminated as well?) are you currently an intern or have been an intern in the past? If so, what is or has been this position? Have you held previous positions in this agency? If so, please explain. Have you held this position at another agency? If so, please explain.

Who will be the field instructor? Does she/he meet the educational requirements? What specifically makes this person qualified (education and experience)? Complete field instructor form and submit with proposal\*. Has the proposed field instructor agreed to attend the field instructor orientation that will be held prior to the beginning of your internship? Has the proposed field instructor agreed to provide one hour weekly supervision? Provide field instructor's contact information, telephone number, email address and mailing address.

State that you, your agency, and field instructor understand and agree you will need to reserve time (as part of your internship hours) to review and reflect on your internship.

During this time, you will need to **review** the literature as it relates to your practice setting and support the work in the field and **reflect** on your practice. The review of literature can include the particular population you are working with and interventions.

The reflection can include a comparison between your employment position and your internship position or comparison between your position and other community agencies, etc. To meet the stipulation of review and reflect, indicate you to add these tasks to your learning agreement with evaluation to be discussion with your field instructor and the development of an annotated bibliography to include 10 articles each semester.

*For each educational objective, list a task or two to illustrate this internship will meet the educational objectives of the course. Basically, the task(s) is your Individual Service*

*Plan. You should list what you will do in your internship, how you will do this, and how you will know you are successful in meeting the objective. An example, Analyze, intervene, and evaluate, with a high degree of autonomy and proficiency. Task: In response to a new referral for in-home therapy services, student will partner with intake coordinator to complete an initial assessment, with lead therapist to develop a service plan, and will implement service plan and evaluate efficacy. Task: In working as an in-home therapist, student will evaluate and analyze client's strengths and needs by completing biopsychosocial assessments under the direction of field instructor. Field instructor will provide student with comprehensive clinical experience and training as I learn to appropriately assess and analyze client's strengths and needs, in addition to providing appropriate interventions in working with individuals and families. I will be able to provide in-home therapy with autonomy under clinically guided supervision.*

#### Educational objectives

1. Analyze, intervene, and evaluate, with a high degree of autonomy and proficiency.

**What are specific task(s) at your internship that will meet this educational objective?**

2. Promote social and economic justice; to confront injustice and oppression; and to work to eliminate poverty and social problems with individuals, families, groups, and organizations, locally, nationally, and globally.

**What are specific task(s) at your internship that will meet this educational objective?**

3. Demonstrate reciprocity in their practice, as a part of the ecological perspective, collaborating, communicating, and consulting at every level; joining with allies to confront oppression, engage in social change, and affect policy; practicing empowering, strengths-based multicultural practice with individuals, families, groups, organizations, and communities.

**What are specific task(s) at your internship that will meet this educational objective?**

4. Critically evaluate and modify the quality of their own practice, analyzing their own values and those of the profession.

**What are specific task(s) at your internship that will meet this educational objective?**

5. Apply advanced information technology to inform community based family practice.

**What are specific task(s) at your internship that will meet this educational objective?**

6. Demonstrate skills in research design, analysis, and knowledge dissemination, and assume accountability for ethical practice.

**What are specific task(s) at your internship that will meet this educational objective?**

Include these bullets:

- Should I consider quitting my employment, I must make immediate contact with the Field Coordinator and provide any updates on my situation.
- I understand if this proposal is approved, it is only for this proposed internship. Should I quit this employment, I cannot automatically change internships and I may have to restart field hours.
- Should I quit or be terminated from this employment, I may have to restart internship hours.

**With this proposal narrative, include job description, a completed field instructor form with resume', letter of approval, organization agreement (contact Beth, [edeskins@radford.edu](mailto:edeskins@radford.edu)) to check if a current agreement is on file. In addition to submitting signed copy of proposal, also submit proposal and job description electronically.**

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Student

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Judy Doe, Field Instructor

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Jane Smith, Employment Supervisor