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 20XX-20XX

Employment Based Practicum Proposal Narrative

Practicum Location: Community Solutions
Position: In-home therapist
Practicum start date: January 22, 2013
Days/times intern: Monday - Friday 8-3
Days/times employee: Monday-Friday 4-8 and Saturday 8-5
Employment supervisor: Jane Smith, contact information, phone, email, mailing address
Proposed field instructor: Judy Doe, BSW/MSW, contact information, phone, email, mailing address
Task Instructor (if applicable): Bette Jones, contact information, phone, email, mailing address

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 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 on you 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)? Has the proposed field instructor agreed to provide one hour weekly supervision? Has the proposed field instructor agreed to attend the field instructor orientation that will be held prior to the beginning of your internship? 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: I will identify similarities and differences in the NASW Code of Ethics and the agency’s policy and procedure manual by reviewing each manual. I will discuss the similarities and
differences with my field instructor.

Educational objectives

1. Delineate the values and ethics of the social work profession.
   
   What are specific task(s) at your internship that will meet this educational objective?

2. Develop culturally competent techniques for work with diverse cultural contexts.
   
   What are specific task(s) at your internship that will meet this educational objective?

3. Use practice knowledge and skill to promote alleviation of poverty, oppression, and other forms of social and economic injustice.
   
   What are specific task(s) at your internship that will meet this educational objective?

4. Function effectively within the structure of organizations and across service delivery systems.
   
   What are specific task(s) at your internship that will meet this educational objective?

5. Use the generalist practice model with client systems of all sizes, including individuals, families, groups, organizations, and communities.
   
   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) to check if a current agreement is on file. In addition to submitting signed copy of proposal, also submit proposal and job description electronically.
Student

Judy Doe, Field Instructor

Jane Smith, Employment Supervisor