GUIDE TO WORK STUDY APPLICATION

Submission Deadlines

If this will be your first field placement, the deadline is -- July 1st
If this will be your advanced concentration field placement, the deadline is -- April 1st

This option is available to any full or part-time student who wishes to fulfill one year of their field work experience in the agency at which they are currently employed. Advanced Standing students are not eligible for this option. To be eligible to apply, a student and the agency must meet the following minimum educational criteria:

1. Student must have been employed in a human service agency for at least three (3) out of the last five (5) years. Nursing, teaching, camp counseling, and educational assistantships do not qualify as human service employment. For the proposed work study agency site, the student must also have been employed with this agency for a minimum of one (1) year. Employment is defined as a full-time, paid position. Please take note that no exceptions will be granted regarding this requirement.

2. Agency must be willing to reassign student to a field setting that is substantially different from the work that the student is currently employed to do, for two (2) days per week.

3. The prospective field instructor must meet the minimum criteria for instruction: MSW degree from a CSWE-accredited social work program and two years post-master’s professional social work practice experience. The designated field instructor must be different from the applicant’s employment supervisor.

4. Applicants for the Work Study option must meet all of the admissions requirements of the School of Social Welfare, and be in good academic standing at the time of application.
APPLICATION PROCEDURES

The student must submit a detailed and complete application. The application is constructed as a Word document and text can be typed in or checked off in applicable sections. The Field Office may contact you, your employment supervisor, and/or your potential field instructor for further information. Letters or emails will be sent by the Field Office notifying students of the outcome of their completed application review process.

The numbers below correspond to the numbered fields on the application.

1. The “Statement of Completion” outlines the required documents that must accompany the Work Study application:

   a) Application with signatures
      a. “Agency Authorizing Official” should be Executive Director or CEO
   b) Work Study Applicant Analysis
   c) Applicant’s most recent resume, including chronological work history showing day/month/year of employment; and distinguishing between full and part-time work.
   d) Prospective field instructor’s resume, showing date MSW was earned.
   e) A “commitment letter” from field instructor, indicating commitment to comply with all requirements of the field instruction course.

   Example: Please allow this letter to attest to my commitment to serve as a field instructor for (student name) during the 20__ - 20__ academic year at (name of agency). I will provide (student name) with one hour of weekly individual supervision and uphold the educational standards set forth by the School of Social Welfare and the Social Work Code of Ethics....

2. Please use this space to describe the differences between your employment and proposed Work Study placement responsibilities. A detailed description is required for the “Population Served”, “Type of Services Provided”, “Treatment/Service Goals”, and “Intervention Methods” sections; please refer to the example below.

<table>
<thead>
<tr>
<th>CURRENT EMPLOYMENT</th>
<th>PROPOSED FIELD PLACEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>POPULATION SERVED:</td>
<td>POPULATION SERVED:</td>
</tr>
<tr>
<td>Families with children who have an Axis I mental health diagnosis and are at risk of out-of-home placement.</td>
<td>Mothers of infants who could benefit from child development and parenting education.</td>
</tr>
<tr>
<td>TYPE OF SERVICES PROVIDED:</td>
<td>TYPE OF SERVICES PROVIDED:</td>
</tr>
<tr>
<td>On-site service coordination, individual and family therapy, crisis intervention, medication management, mentoring, and group recreational activities.</td>
<td>Home visiting parental mental health assessment, child development assessments, parenting skills training, and connections to medical providers and community resources.</td>
</tr>
</tbody>
</table>
**TREATMENT/SERVICE GOALS:**
For children to function safely and appropriately in the home and community, thus preventing out of home placement.

**TREATMENT/SERVICE GOALS:**
For mothers to safely and effectively meet their infant’s development, social/emotional, and medical needs, thus promoting the timely achievement of developmental milestones.

**INTERVENTION METHODS:**
Psychosocial assessment, treatment planning, individual and family therapy, crisis intervention, and referrals.

**INTERVENTION METHODS:**
Mental health and development assessments, psychoeducation, safety planning, advocacy, case management, and referrals.

***PLEASE NOTE:*** Generally, field days are two full days; Mondays and Tuesdays for 1st field (Generalist) students, Thursdays and Fridays for 2nd field (Advanced Concentration) students. While Work Study students may have some flexibility to adjust this schedule, it is important to commit to a consistent schedule. All students are expected to adhere to the Field Education Calendar provided by the School of Social Welfare.

3. When listing your Learning Goals on the “Work Study Applicant Analysis”, please be sure to both a) list your learning goal, and b) describe how your proposed work study placement will provide you with the opportunity to meet that goal. Please refer to the example below.

**Goal #1:** To gain skills that will allow me to reduce child neglect and abuse and promote positive parenting skills in my future career.

My proposed field placement will allow me to fulfill this goal by teaching me how optimal pre- and post-natal care and the empowerment of young parents connects to the reduction of child neglect and allows for parental self-sufficiency.

If you have questions regarding the Work Study application, please contact Lisa DeLaMater at ldelamater@albany.edu.