

WORKPLACE PLACEMENTS

School of Social Work, McMaster University

Normally, students are not placed in the organization in which they are or have been recently employed; however, in **exceptional** circumstances, students may be assigned a placement in their current or recent workplace. Keeping in mind that placements are educationally focused, the student must be placed in a program, department or component of the organization that differs from their work program, department or component. This means that the assigned learning activities must differ from those that are associated with her/his job. The student must be assigned a social worker who is not or was not her/his work supervisor to provide the field instruction/supervision. Placements in one's workplace will normally be the third level placement (SW3DD6). Students may not have two placements in the same setting, nor a placement in a work setting that was used to provide documentation for an exemption based on work experience.

Students are advised to consider the following when requesting a placement in their current or recent workplace:

- Placements are educationally focused and designed to provide opportunities to gain new knowledge and skills
- Placement is a time to take risks; this might be difficult in one's workplace.
- For some people, it is difficult to adjust to the student status in a place of work
- Should there be any difficulties in the placement related to student performance or conflict with the field instructor, a student's employment could be affected.

Requests for a placement in one's workplace or recent workplace should be made in writing and addressed to the Faculty Field Coordinator. The student should identify the following:

- The name of the organization (including contact information)
- A list of her/his learning objectives for the placement
- A description of the current or recent job
- The name of the current or recent supervisor
- A description of the proposed field placement including the learning opportunities available
- The name of the social worker who will function as the field instructor. Please ensure that this person has a social work degree (BSW, MSW).
- Contact information for the field instructor

The Faculty Field Coordinator will review the request and will consult other faculty members as needed. (S)he may request a meeting with the student and/or the potential field instructor. The Faculty Field Coordinator will communicate with the placement and review whether the placement will meet the School's and the student's learning objectives.

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