EMPLOYMENT BASED FIELD LEARNING – 600 HOURS 
GUIDELINES

Students eligible to apply for Employment Based Field Learning are:

- Students entering the MSW Advanced Concentration, having completed one year of field learning in an assigned agency setting, who are or will be employed in a qualified agency; OR
- Undergraduate seniors who are or will be employed in a qualified agency.

**Employment Based Field Learning Requirements:**

1. The advanced concentration year requires **600 hours** in field placement, following the field learning calendar.

2. The Employment Based Field Learning assignment must be a new job or a change in work focus and client population for students continuing at an agency in which they are employed.

3. The student’s assignment is a learning experience, and must meet the school’s requirements for professional skill development:
   a. Addressing the student’s educational needs,
   b. Providing adequate time for instruction (90 minutes per week minimum),
   c. Reviewing process recording, and
   d. Offering other opportunities for learning (e.g., case conferences, staff meetings).

4. The Employment Based Field Learning assignment must provide direct practice with individuals, families, groups, and/or communities and be commensurate with that of advanced concentration graduate field learning as outlined by the following:

**Criteria for Advanced Concentration Field Learning Performance:**

- Build on professional foundation skills to deepen knowledge and interventions to achieve a beginning level of mastering direct practice with individuals, families, communities and groups.

- Demonstrate advanced skill in initiating and sustaining empathy, exploration, contracting, treatment planning, assessment, and different techniques in providing direct practice to clients.

- Demonstrate the capacity to listen with understanding, to convey sensitivity to differences and acceptance of clients, and to tolerate a range of feelings and affect.

- Be able to elicit and utilize knowledge about historical, cognitive, behavioral, affective and interpersonal data and the range of factors impacting upon clients to develop biopsychosocial assessments with some independence.

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- Clearly and consistently demonstrate the capacity for critical thinking in relation to the work, integration of theories and practice knowledge and self-reflection.

- Appreciate the impact of policy on clients and communities, anticipate service needs and issues of prospective clients and seek ways to promote social and economic justice.

- Demonstrate a capacity for refined, differential use of an agency’s resources and other community resources as necessary and an understanding of an agency’s place in a service network.

- Understand and practice in accordance with the NASW Code of Ethics.

- Recognize and evaluate ethical issues and dilemmas in direct service and in agency policies and practice, formulate choices and appropriately seek consultation.

- Appreciate the role of scientific inquiry and research, understand various approaches to the evaluation of practice and demonstrate a beginning ability to apply them.

- Other: Refer to the MSW Field Learning Manual. It is available online on our website.

**Field Instruction Requirements:**

1. A qualified field instructor must be provided by the agency to give instruction to the student.
   a. The entire 600 hours must be under the instruction of one primary field instructor.
   b. This field instructor must be someone who has not previously instructed the student.
   c. A “qualified” field instructor must have an MSW from a CSWE-accredited school of social work plus at least three years of post-MSW experience. In addition, the field instructor must have completed or be concurrently enrolled in the Seminar in Field Instruction (SIFI). The 13-week SIFI is offered at no cost by NYU each semester (it may also be taken at other area schools).

**Application Requirements:**

Employment Based Field Learning must be approved by both: (a) the appropriate administrators in your agency AND (b) Prof. Alison Aldrich.

Required application materials:

1. Application for Employment Based Field Learning (including clear description of change in assignment and field instructor);

2. Field Instructor resume (to be completed by proposed Field Instructor)

The student must collect all required application materials and submit to the Field Learning Office with signatures. The completed document can be scanned and emailed to silver.fieldlearning@nyu.edu or faxed to 212-995-4533.

Questions about your application should be directed to silver.fieldlearning@nyu.edu.

Rev. March 2013