

Overview of Employment-Based Placements

What is an Employment-Based Placement?

An Employment-Based Placement (EBP) is an internship site exception granted by the Practicum Education Department that allows a student to complete their required internship at their current place of employment.

An EBP must provide a learning experience that is distinct from the student's employment and supports the development of social work knowledge, skills, and professional identity. Internship hours, responsibilities, expectations, and supervision must be separate from those associated with the student's employment role.

What Is the Ideal Environment for an Employment-Based Placement (EBP)?

The most successful employment-based placements occur in agencies that support social work education and workforce development and are large enough to accommodate both the student's current employment role and a distinct practicum experience.

Employment-based placements are most effective when the agency is committed to the student's professional growth and long-term retention. They are best suited for students who have demonstrated strong commitment to the organization, typically through **at least six months of employment**.

What is the process for obtaining EBP approval?

The EBP approval process is a collaborative effort involving the student/employee, employment supervisor, agency administrator, proposed Practicum Instructor, and the Practicum Education Department. All parties must agree to the arrangement before the approval process can begin.

To be **approved**, the proposed placement must:

- Meet the school's educational [requirements and learning objectives](#).
- Provide learning experiences that are distinct from the student's existing job duties.
- Include dedicated time and opportunities for learning activities that are separate from employment responsibilities.
- Provide supervision from a qualified Practicum Instructor who meets the school's requirements and is not the student's current employment supervisor.

Who Can Serve as a Practicum Instructor?

The Practicum Instructor (PI) serves as the student's internship supervisor. In an employment-based placement, the PI must be different from the student's employment supervisor and must focus exclusively on supporting the student's practicum learning objectives.

For both first- and second-year placements, Practicum Instructors must hold one of the following qualifications:

- Master of Social Work (MSW) with at least two years of post-master's experience
- Licensed Certified Social Worker (LCSW) or equivalent state licensure with at least two years of post-master's experience
- Licensed Independent Clinical Social Worker (LICSW) or equivalent state licensure

Practicum Instructor Responsibilities

Practicum Instructors are responsible for:

- Attend the Orientation to Practicum Instruction at Simmons University School of Social Work
- Providing one hour of supervision each week (group supervision is permitted when individual support is available)
- Approving practicum hours
- Reviewing and providing feedback on five process recordings per semester
- Completing one student performance evaluation per semester
- Participating in one site visit per semester

Task Supervisor

In some cases, agencies may utilize both a Practicum Instructor and a Task Supervisor. A Task Supervisor may oversee the student's day-to-day activities and provide input on evaluations, site visits, and assignments in collaboration with the Practicum Instructor. Individuals with graduate-level credentials (e.g., MHC/LMHC, MFT/LMFT, MEd, PhD, PsyD, or JD) may serve in this role.

Task Supervisors must be dedicated to the student's practicum experience and may not also serve as the student's employment supervisor.

Only the Practicum Instructor is authorized to sign formal evaluation documents, process recordings, and practicum hours, as they retain primary responsibility for supervision and evaluation of the student's practicum experience.

Practicum Instructor Verification

All Practicum Instructors must complete the [Practicum Instructor Profile Form](#) to verify their credentials unless their qualifications have already been verified through a current agreement with the School.

Seminar in Practicum Instruction (SIPI)

First-time Practicum Instructors are strongly encouraged to participate in the [Seminar in Practicum Instruction \(SIPI\)](#). SIPI is a free training offered annually by the Practicum Education Department to prepare instructors for their supervisory role.

How Do I Start the Employment-Based Placement (EBP) Process?

1. Meet with a Faculty Placement Advisor.

Students interested in pursuing an Employment-Based Placement (EBP) must first meet with a Faculty Placement Advisor from the Practicum Education Department to discuss eligibility and determine whether an EBP is an appropriate option.

2. Discuss the placement with your employer.

Meet with your employment supervisor, agency administrator, and proposed Practicum Instructor (if applicable) to review EBP requirements and determine whether the agency can support the proposed placement.

3. Submit an Intent to Complete the EBP through CAP.

Once all parties agree to the proposed placement, the student must submit the required information through the Centralized Application Portal (CAP) to initiate the EBP application. **Submit your Intent to Complete as early as possible** to ensure all required parties have sufficient time to complete the application before the deadlines below.

4. Submit the Practicum Instructor Profile Form.

The proposed Practicum Instructor must submit a [Practicum Instructor Profile Form](#) by the same application deadline unless their credentials have already been verified by the Practicum Education Department prior.

5. Await review and notification.

Faculty Placement Advisors typically review completed applications and notify students of approval or denial within one week of receiving all required materials.

Application Deadlines: Year II (Advanced Year/Advanced Standing/Extended Student Year I) - **April 1**; Year I (Generalist Year) - **May 1**.

What If My Agency Is Not an Established Simmons Partner?

If a student is employed at an agency that is not currently affiliated with Simmons University, both the agency affiliation process and the Employment-Based Placement (EBP) process must be completed. These processes may occur simultaneously.

Before proceeding, the agency should review the [Criteria for Affiliation and Expectations for Practicum Instructors](#). If the agency meets these requirements:

1. **The student** must complete the [Request for a New Placement Site](#) and notify their Faculty Placement Advisor of their interest in pursuing an Employment-Based Placement.
2. **The agency** must complete the steps outlined in the [Affiliating with Simmons School of Social Work On-Ground MSW Program](#) process.
3. **The student, agency representative, and proposed Practicum Instructor** must complete the Employment-Based Placement Application and follow the EBP procedures outlined in the ***How Do I Start the Employment-Based Placement (EBP) Process?*** section of this document.

The Faculty Placement Advisor should be informed of both processes and will monitor the progress of the affiliation and EBP application. Once all required materials have been submitted and reviewed, the student will be notified of the approval or denial of the agency affiliation and proposed placement.

Approval of both the agency affiliation and the Employment-Based Placement application is required before the placement can begin.

Considerations for an Employment-Based Placement (EBP)

Students are encouraged to complete internships outside of their place of employment to gain exposure to different practice settings and learning experiences. Therefore, Employment-Based Placements (EBPs) are approved only when the practicum provides learning opportunities that are clearly distinct from the student's employment role.

EBPs require a clear separation between the roles of employee and social work student. When structured appropriately, they can benefit both students and agencies by allowing students to maintain employment while advancing their education and supporting employee development and workforce retention. Students' familiarity with the agency may also help them transition more quickly into the practicum experience and focus on achieving their learning goals.

Because EBPs involve both an employment and educational relationship within the same agency, employment-related issues may affect the practicum experience. Performance concerns, disciplinary actions, changes in employment status, termination of employment, or the unexpected departure of a Practicum Instructor, may impact a student's ability to meet practicum requirements and may result in a review of the placement. In some cases, these unforeseen circumstances may require the student to end their placement abruptly and explore a replacement or in extreme cases may require a leave of absence.

Student Acknowledgment

By signing below, I confirm that I have read and reviewed this document in its entirety and understand the application requirements and deadlines before submitting my EBP application.

Student Signature: _____

Printed Name: _____

Date: _____

Employment-Based Placement (EBP) Application 2027-2028

Important Information:

Prior to completing the Employment-Based Placement (EBP) Application, students **must** meet with their Faculty Placement Advisor and notify them of their intent to apply for an EBP.

Once the application and all required supporting documentation are complete, the Practicum Office will review the application and communicate the approval or denial decision to the student, generally within one week of submission.

Application Deadlines:

- **April 1, 2027** - Specialized Year (Year II), Advanced Standing (AS), and Extended Generalist Year (Year I) applicants
- **May 1, 2027** - Generalist Year (Year I) applicants

Student Information

Student Name: _____

Program Year: ☐ Y1 ☐ Y2 ☐ AS ☐ Extended Y1

Simmons Email: _____

Current Employment Information

Employer Name: _____

Employer Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____

Agency Website: _____

Length of Employment with Organization: _____

Have you completed your probationary period? ☐ Yes ☐ No

Supervisor Information

Name: _____

Title: _____

Phone: _____

Program/Unit Name: _____

Current Employment Role Description: *Please provide a brief description of your current position (If available, please attach a copy of your current job description). Include the following: Population(s) served, Typical work schedule/hours, Primary job responsibilities and tasks (5–10 examples), Interventions, services, or modalities utilized*

Previous Positions Held Within This Organization (if applicable): *Please list and briefly describe any other positions you have held within this organization, including your job title(s) and dates of employment.*

Proposed Placement Information

Proposed Practicum Instructor Information

Name: _____

Program/Agency Name: _____

Title: _____

Telephone: _____

Email: _____

MSW School and Year Earned: _____

Social Work Licensure (include license type, number, state, and expiration date): _____

Additional Certifications/Licenses (e.g., LSW, CAGS, SAC, etc.): _____

Has the Practicum Instructor completed the required [Practicum Instructor Profile form](#) and submitted a resume?

☐ Yes ☐ No

Is the Proposed Practicum Instructor different from the student's work supervisor?

☐ Yes ☐ No

Has the Proposed Practicum Instructor completed a Seminar in Practicum Instruction (SIPI)?

☐ Yes (Please specify school and year: _____)

☐ No

Employment Based Placement Schedule

Instructions: *Select one of the placement schedules and the payment structure below, and provide your planned practicum, employment, and Simmons University class schedule. Please include specific days and times for each activity; check marks alone are not sufficient.*

Typical Placement Schedules

- Year I Placement: Monday, Tuesday, and Thursday (24 hours per week)
- Year II Placement: Monday and Thursday, plus one additional day (excluding Tuesday) (24 hours per week)

Extended Placement Option

Some students request an extended placement schedule of 16 hours per week. Extended placements begin in September and continue through the first week of August.

Please note that typical placements begin in September and conclude in May.

Proposed Placement Schedule

Select one of the following placement schedules:

- ☐ 16 hour/ week (Sept - Aug)
- ☐ 24 hour/ week (Sept - May)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Placement							
Work							
Classes							

Please select the option that best describes the payment structure for your proposed Employment-Based Placement (EBP):

- ☐ Paid by the agency/employer
- ☐ Over and above paid work hours
- ☐ Combination of paid and unpaid time

Employment-Based Placement Agency Agreement

(To be reviewed and signed by all parties)

We have discussed the use of the (Agency and Department/Unit)

_____ for (Student/Employee)

_____ as a Simmons School of Social Work practicum placement site

during the 2027–2028 academic year.

We agree that it is feasible for this student/employee to complete an Employment-Based Placement. The student will be released from regular work duties for 24 hours per week (September - May), or 16 hours per week (September - August, if approved), to fully participate in the practicum experience. The student's practicum time will be dedicated to learning activities and not to regular agency work responsibilities.

The Practicum Instructor/supervisor will be provided adequate time to:

- Provide student supervision
- Attend the Orientation to Practicum Instruction at the Simmons University School of Social Work
- Participate in the Seminar in Practicum Instruction series (if required)
- Address other practicum-related responsibilities as needed

The School's expectations can be met within this agency. For additional details, please refer to the attached Policy for Employment-Based Placement and the [Practicum Education Manual](#).

Required Signatures

Agency/Program Director

Signature: _____ Date: _____

Print Name: _____

Student's Current Work Supervisor

Signature: _____ Date: _____

Print Name: _____

Student's Proposed Practicum Instructor

Signature: _____ Date: _____

Print Name: _____

Simmons Faculty Placement Advisor

Signature: _____ Date Approved: _____

Print Name: _____

APPLICATION WILL NOT BE CONSIDERED FOR APPROVAL UNTIL IT IS COMPLETED IN FULL.

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Social Work Practicum Education Department

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If you have any questions, please contact your Faculty Placement Advisor or the Practicum Education Department at sswogpracticum@simmons.edu or 617-521-3943.