

Employment-Based Field Placement Agreement

Employment-Based field placements are placements where a student completes their Practicum at the agency at which they are employed. These are generally not recommended because of the difficulty in keeping roles separate but can be done if the employment agency has completed the appropriate affiliation paperwork with the university and if the student field placement has separate hours, functions and a separate supervisor than the student's employment at the agency. Please be detailed in the requested information below so that it can be ascertained if your arrangement meets these criteria.

Name:

Email:

Phone number:

Semester(s) for proposed field placement:

Agency:

Schedule

Work:

Internship:

Payment arrangement

It is the expectation of TAMUK that the student and agency will have clarified and differentiated the students' educational and employment responsibilities and related remuneration. These discussions are strictly between the student/employee and the supervisor/agency.

Dual roles

It is the expectation of TAMUK that the student and agency will have discussed potential dual roles and will have established communication channels for managing potential conflicts

between the role of student learner and that of employee. TAMUK faculty may provide appropriate guidance and consultation regarding dual roles where such guidance is needed.

Current Employment responsibilities

Program of Employment:

Employment supervisor (name, title, email, phone number):

Employee title:

Employment responsibilities (create a numbered list):

Proposed internship responsibilities

Program of Placement:

Proposed field instructor (name, title, email, phone number):

Proposed internship responsibilities (create a numbered list):

How the roles and responsibilities of
the current employment and proposed internship differ.

Be sure to address the supervisory chain, client population and program goals.

Ways to protect the student's role as learner:

Do not sign until the terms of the employment-based field placement are finalized between the student and the Field Education Director

Signed by Student:

Signed by Field Instructor:

Signed by Employment Supervisor:

Signed by Field Education Director