

Field Experience at Place of Employment Guidelines

As stated in the Field Experience manual, AGS does not require students to receive reimbursement for practicum/internship services. However, there are some field experience sites where students can receive reimbursement (pay) for their pre-degree counseling hours (contract or employment). Such arrangements exist only between the student and the site/agency. AGS is not responsible for negotiation, follow-up, or conflict resolution concerning standard employer/employee matters such as (but not limited to) compensation/wages, agency policy and expectations, or employment law issues.

AGS encourages students to obtain field experience hours **outside** of their employment sites. Completing field experience requirements outside of an employment site maximizes the possibility for the students to gain new experiences, expand their professional connections, and increase exposure to new therapeutic approaches and skills. In addition, fulfilling field experience requirements outside of one's employment minimizes the risks inherent in dual/multiple relationships (e.g. employment expectations vs. student expectations, work supervisions vs. student supervision, student vs. employee role in relation to clients served, etc.).

If you are considering your place of employment as your field experience site, it is imperative that you work with the Field Experience Coordinator assigned to your program. The FEC will communicate with your site to ensure that real or potential conflicts are addressed. Please note: any hours accumulated prior to approval of the FEC will not be accepted and will not fulfill graduation requirements.

All Field Experience placements in places of employment must meet the following criteria:

- First, the agency must be able to meet the basic Field Experience site requirements.
- In order to provide new learning opportunities, the Field Experience must offer additional responsibilities and learning opportunities **outside** of the student's current employment responsibilities. (*These may include but are not limited to: offering opportunities for engaging in direct therapeutic work such as groups and 1:1 sessions as appropriate and approved by site supervisor including leading and following cases throughout the therapeutic process, DAs/intakes, creating treatment plans and implementation of treatment plans, and paperwork related to a clinical mental health MA level of experience.*)
- The Site Supervisor must be a different person than the student's current employment supervisor.
- The number of field experience hours will be agreed upon by the student and the FEC. Not all of a student's work related hours may count towards field experience hours. Approval of the specific number of hours will be signed off on in the Learning Agreement form.

Once the application is completed and returned to the Field Experience Coordinator, it will be reviewed and a response will be provided to the student and site supervisor as soon as possible. A site visit may be required as part of the application review process prior to determining approval.

If there are any questions about the Field Experience placement in places of employment process, please contact your Field Experience Coordinator.

Application for Field Experience in Place of Employment

Student _____ Date _____

Site/Agency _____

Site Address _____

Site Phone _____ Site Fax _____

Employment Information

Employee's Department/Program _____

Employee's Job Title _____

Employee's Job Supervisor _____

Employee's job duties/responsibilities (Please include client population and practice methods used)

Proposed Field Experience Information

Student's Field Experience Department/Program _____

Student's Site Supervisor _____

Site Supervisor's Job Title _____

Site Supervisor's Credentials _____

Site Supervisor's Phone _____

Site Supervisor's E-mail _____

Student's Field Experience Responsibilities/Assignments

(Please differentiate from employment responsibilities and specify different client population, practice methods/interventions, and skills learned, etc.)

Contingency Plan:

(Reminder: Adler Graduate School is not involved in any employment-related dispute resolutions. Therefore the student, employment supervisor and an approved licensed site supervisor must create a plan to address any ethical, legal, behavioral, or logistical problems that may arise from this dual role.)

Please complete this application and return to the Field Experience Coordinator. All signatures are required before the application will be reviewed.

Once reviewed and approved by all parties, the application will be signed by the Field Experience Coordinator. A copy will be sent to the site/agency and to the student/employee.

I have read the attached **Field Experience at Place of Employment Guidelines** and attest that this proposed field placement can meet all of the identified criteria.

Proposed Site Supervisor	Signature	Date
Student/Employee's Work Supervisor	Signature	Date
Student/Employee	Signature	Date
Field Experience Coordinator	Signature	Date