***Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****) (Page 1 of 2)*

Practicums in a student’s place of employment are considered a last resort when there is no other viable option. Therefore, a student must demonstrate that the practicum will be **distinct and different** from their current paid employment. A student may **only** complete his/her/their practicum in their place of employment **within a unit, department or program that is different from the one in which he/she/they currently work(s)**. All workplace practicums must receive additional review for approval. To receive that approval, a student must complete this form in consultation with the proposed practicum supervisor and the student’s work supervisor.

For a student to complete his/her/their practicum in his/her/their place of employment, the practicum plan **must** adhere to these guidelines:

* The student’s practicum **must** be in a different unit, department or program;
* The student **must** be performing substantially different activities during practicum than he/she/they perform(s) as a paid employee;
* The student practicum supervisor **must** be a different person from his/her/their employment supervisor;
* The student **cannot** collect practicum hours during the time the student is working as a paid employee;
* The student cannot collect payment for their practicum under their current employment contract. If the student receives payment for their practicum the student must provide proof the agency has a “paid practicum position” in their organizational structure.
* The student **cannot** work with the same clients as both a paid employee and a practicum student; and
* There **cannot** be any **dual relationships or conflicts of interest** between the practicum student and practicum supervisor or the student and any clients seen for practicum purposes. (Please see dual relationship information on the *Ethical Guidelines* form.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Distinction between current employment and proposed practicum.** | | | |
| **Current Place of Employment:** |  | **Proposed Practicum Site:** |  |
| **Name of unit, department, or program in which you currently**  **work, and your position / title** | | **Name of unit, department, or program in which you propose to complete your practicum, and your position /title** | |
|  | |  | |
| ***Name of Work Supervisor*** | | ***Name of Proposed Practicum Supervisor*** | |
|  | |  | |
| ***Work Supervisor’s Position / Title*** | | ***Proposed Practicum Supervisor’s Position / Title*** | |
|  | |  | |

|  |  |
| --- | --- |
| Below please provide a detailed description of your **current** work activities and responsibilities (e.g., client populations you currently work with, your current work activities and responsibilities which must be **different** from your practicum activities and responsibilities): | Below please provide a detailed description of your **proposed** practicum activities and responsibilities. (e.g., client populations you will be working with, your practicum activities and responsibilities which must be **different** from your current work activities and responsibilities): |
|  |  |

Please explain how potential *dual relationships* with any parties involved in this practicum, including supervisors, student, and clients, will be prevented or managed. (See item 3 on *Ethical Guidelines* for explanation of dual relationships.)

**PLEASE NOTE:** Students **must** also submit an **official organizational chart** of the proposed practicum agency along with this form. An organizational chart (sometimes called an organogram) is a diagram that shows the structure of an organization and the relationships and relative ranks of its parts and positions/jobs. Most sites will already have one. If not, you need to ask the supervisor to work with you to create one. If this is the case, the created organizational chart must be signed by your workplace supervisor **and** your practicum supervisor. The organizational chart must include names of the student, the work supervisor and the proposed practicum supervisor(s), along with the respective position or titles. **It also must indicate where the student, work and practicum supervisors are located on the chart.** This information can be handwritten on the official document, if not already included.

|  |  |  |
| --- | --- | --- |
| Typed Name of Work Supervisor |  | Typed Name of Practicum Supervisor(s) |
| Signature of Work Supervisor |  | Signature of Practicum Supervisor(s) |
| Date: Month / Day / Year |  | Date: Month / Day / Year |

Typed name of student

*(Page 2 of 2)*