



**Ethelyn R. Strong School of Social Work  
Master of Social Work  
Employment-Based Practicum Check List**

Questions 1-7 must be “Yes” for employment-base practicum approval

1. **Employer agreed:** ☐ Y or ☐ N
2. **Student has met probationary period (90 days):** ☐ Y or ☐ N
3. **Copy of job description submitted:** ☐ Y or ☐ N
4. **Memorandum of Understanding on file or in process:** ☐ Y or ☐ N
5. **Employment-based application completed w/signatures:** ☐ Y or ☐ N
6. **Employment-based practicum contract signed:** ☐ Y or ☐ N
7. **MSW on staff at agency with 2-years post-graduation for supervision:** ☐ Y or ☐ N
8. **If so, will MSW provide supervision:** ☐ Y or ☐ N
9. **Resume of agency clinical supervisor attached/on file:** ☐ Y or ☐ N
10. **Supervision application attached:** ☐ Y or ☐ N
11. **If there is no MSW on staff, can your agency provide a task supervisor:** ☐ Y or ☐ N

Please submit this checklist when submitting your employment-based practicum packet.

Student Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Date: \_\_\_\_\_