

**AGENCY RECOMMENDATION FORM**  
***Employed Practitioners/Reduced Residency Program***

The below named employee has applied for admission to The Employed Practitioners/Reduced Residency Program (EPP). This is a three-year MSW program for experienced professionals who work full-time, have successfully completed the probationary employment period at a social service agency, and want to pursue an MSW on a part-time basis while continuing to work and be supervised at their place of employment. The Employed Practitioners/Reduced Residency Program is similar to the Part-time Program, but offers students the advantage of completing the total field placement requirement in the residency year in their place of employment if they meet the application requirements. As part of the application process, students are required to have an MSW supervisor in the agency complete this Agency Recommendation Form.

**Name of Applicant**

\_\_\_\_\_

In accordance with the Family Educational Rights and Privacy Act of 1974, do you waive your right to review your recommendation?

Yes / No (circle one)

Date \_\_\_\_\_

Signature \_\_\_\_\_

**To be completed by an agency MSW supervisor:**

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

Position: \_\_\_\_\_

Agency name and address:

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Dear Agency Representative,

Thank you for taking the time to complete this field instruction form for your employee who is applying to the University of Pennsylvania School of Social Policy & Practice's Employed Practitioners Program (EPP). To be eligible for this program the student's current place of employment and supervision must meet the following standards. If the agency is not able to provide the following, the student will continue academic work under part-time enrollment status. Please confirm that this student meets these standards by checking the boxes:

- Applicant is currently employed full-time at your agency.**
- Applicant has substantial social work experience at your agency.**
- Applicant's employment duties are primarily direct practice in order to meet the academic needs of Foundation Practice coursework.**
- Applicant has successfully completed the probationary period at the agency.**

In addition to meeting current employment and supervision standards the applicant's agency must be willing to provide the following supervision and employment opportunities during the three years that the applicant is enrolled in the MSW program. Please confirm that your agency will be able and willing to provide the following employment and supervision opportunities for this applicant:

- Agency expects that, barring any unforeseen circumstances, applicant will continue to be employed at this agency for the next three years.**
- Applicant's employment duties will continue to be social work related in order to satisfy the school's Field Placement requirements.**
- Applicant will be supervised by an MSW for the final two years they are enrolled as an EPP student.**

In the 3<sup>rd</sup> year of academic work the applicant will be able to fulfill the Advanced Year Field Placement by meeting the following requirements:

- Applicant is able to secure a minimum of 20 hours/week for a total of 900 hours in their area of concentration (clinical or macro), which is significantly different from their normal job duties beginning in July of their final year of the MSW program.**
- Applicant is able to secure a new field placement MSW supervisor, different from their employing supervisor, who has a minimum of 2 years post-graduate experience.**

Please describe how the field placement in the 3<sup>rd</sup> year will be different from the applicant's current job responsibilities. We realize that the field placement will occur three years in the future and, thus, it may be difficult to know exactly what the field placement specifics will be. However, please indicate to the best of your ability what you would anticipate as the field placement opportunity.

---

---

---

---

---

Please sign below as the authorized agency MSW representative with the authority to approve the above specifications:

**Name:**

**Title:**

**Signature:**

**Date:**