Office of Field Education
Applying for field through E-Intern

We recommend you also access the PowerPoint version (with pictures and step-by-step instructions) at http://www.uta.edu/ssw/field/how-to-apply-for-field.php.

Before you apply:

- Be sure that your academic advisor has confirmed that you are eligible for field.

- Please view and complete an exercise our Office created to help students better prepare for field. We are affiliated with over 500 agencies in the DFW area alone, but nights and weekends placements are very LIMITED. You may have to adjust your schedule to create TIME and ENERGY for your field practicum:

  http://www.uta.edu/ssw/_documents/field/Plan-Now.pptx

Once you’ve confirmed that you are eligible for field:

1. Go to www.e-intern.com
2. Click on “I don’t have an account. I want to register.” If you do have an account, skip this step.
3. Click on I am a “Student.”
4. Complete this short information page, name, address, phone number, email address and password.
5. Submit this information page; you will receive an email confirming that you have created a new application and that you will need to activate your account.
6. Once you activate your application, the system will prompt you to choose one of the options for Semester, Classification, and Sub-Classification below.
   - Semester: Select the right semester you plan to begin your placement.
   - Classification:
     i. Undergraduate: A student who does not have an Undergraduate degree in any program, you will complete your field practicum in two (2) consecutive semesters (SPLIT PLACEMENT) unless you have completed all of your coursework, then you may complete your field practicum in one (1) semester (BLOCK PLACEMENT).
     ii. Micro/Macro (Foundation-Year MSW or 1st Year Graduate): You have a degree in another field of study and will be completing your 1st year of the social work program. You will complete your field practicum in either one (1) semester or two (2) consecutive semesters. You will continue to complete your Advanced Graduate degree immediately after completing your 1st year graduate program.
     iii. Advanced graduate (2nd Year Graduate): You have either a BSW degree in Social Work or you just completed your Micro/Macro (1st year graduate)
program. You will complete your field practicum in either one (1) semester or two (2) consecutive semesters.

- **Sub-Classification**
  i. **Undergraduate**: Choose either Split BSW or Block BSW. Undergraduates may only complete a Block placement if all other coursework has been completed. Internship with CPS Title IV-E Grant falls under Block BSW.
  ii. **Micro/Macro**: Choose either Split Foundation MSW or Block Foundation MSW.
  iii. **Advanced Graduate**: Choose one of the options below that applies to you. Do NOT choose “Advanced Graduate Direct Practice Split First Semester” and “Advanced Graduate Director Practice Block Placement.” You must indicate what specialty you are completing as your field placement MUST correlate with your specialty.

7. **Personal Demographic Information**
   - First Name: No nicknames
   - Last Name
   - Address: Complete address: example 1111 Smith Road, Fort Worth, Texas 76137
   - Phone Number: 817-888-8888
   - Email Address: Must be your Mavs email address. All communication MUST be through your UTA Mavs account per UTA Policy.

8. **Additional Languages Spoken**: languages you are fluent in and can understand. Leave blank if this does not apply to you.

9. **Educational Background**: ONLY degrees that you have received, Associate Degree, Bachelors, Masters. Do not list degrees you plan to receive in the future. If this does not apply to you, leave blank.

10. **Social Work Employment background**: If this does not apply to you, leave it blank.

11. **Previous Practicum Experience**: If this does not apply to you, leave it blank.

12. **Volunteer Experience**: ONLY Social Work volunteer experience. If this does not apply to you, leave blank.
13. **Areas of Interest**: You can rank your areas of interest (corrections, school, children & families, etc.)

14. **Field Placement and Field Seminar Course (Concurrent Courses)**: Leave blank.

15. **Internship Prerequisite Courses**: All social work prerequisites:

   **Undergraduates**:
   - SOCW 2311 Intro to Social Work
   - SOCW 2313 Practice I
   - SOCW 3301 HBSE I
   - SOCW 3302 HBSE II
   - SOCW 3304 Practice II

   **Micro/Macro**:
   - SOCW 5301 Human Behavior in Social Environment
   - SOCW 5304 Generalist Micro Practice
   - SOCW 5306 Generalist Macro Practice

   **Advanced Graduates**:
   - **For Community and Administrative Practice (CAP)**
     i. ALL 5000-level courses, AND
     ii. SOCW 5312- Community and Administrative Practice
   - **For Direct Practice with Children and Families**
     i. ALL 5000-level courses, AND
     ii. SOCW 5311-Advanced Micro Practice, AND
     iii. SOCW 5362-Direct Practice Children and Families
   - **For Direct Practice in Health Services**
     i. ALL 5000-level courses, AND
     ii. SOCW 5311-Advanced Micro Practice, AND
     iii. SOCW 5342-Direct Practice Health Care
   - **For Direct Practice in Mental Health and Substance Abuse**
     i. ALL 5000-level courses, AND
     ii. SOCW 5311-Advanced Micro Practice, AND
     iii. SOCW 5336-Direct Practice Mental Health
   - **For Direct Practice with Aging**
     i. ALL 5000-level courses, AND
     ii. SOCW 5311-Advanced Micro Practice, AND
     iii. SOCW 5332-Direct Practice with Aging

16. **Personal Practicum Outcomes**
   - Describe what skills you wish to develop during the practicum experience.
   - Describe how you intend to develop professionally during the practicum experience.
   - Describe how you intend to grow personally during the practicum experience.
17. **Geographic Preferences:** Click the edit button and add three geographic interests. Adding your geographic preferences does not mean you will be placed in that area, it means we will do our best to match you to an agency within the area.

18. **Individual Practicum Needs**
   - **Special conditions:**
     - Please add information that will be helpful to matching you to an agency, location, if you are interested in a certain agency, if you have to work nights/weekends in conjunction to working during the regular work week, etc.
     - If you were once a client at a particular social service agency, you **cannot** complete your practicum there. You do not have to disclose this information specifically, but can indicate that you cannot intern with MHMR, for example.
     - If you experienced personal problems requiring intervention, for example, it may not be a good idea for you to complete your practicum at an agency that primarily deals with that issue unless you have the emotional resilience to handle that. You can also indicate this in your application.
     - Almost ALL agencies complete a background check. If you have a legal record, you do not need to disclose the nature of your record, but please let your field advisor know that this is an issue for you. Together, you can decide whether you can be accepted in certain agencies.

   - Do you need to work hours past 5pm?
   - Do you need to work weekend hours?
   - Do you need wheelchair accessibility?

19. **Preferred Agencies:** When click on edit and go to “add preferred agency”, click the ONLY matched agencies. If you do not click this option you will see all agencies in our database and not all the agencies accept students every semester. If you opt of the option show all agencies you might pick 3 agencies that are not accepting student for the semester. **NOTE:** Only Undergraduates and Advance Graduate students will have this option.

20. **Application fee:** There is no application fee; please disregard this message.

21. If you have completed your application please be sure to click **"submit"**. Please do not submit your application if it is not completed, you cannot retrieve it for corrections after submitting it, unless you contact your field advisor directly.

22. **REMEMBER:** Submit your Certificate of Malpractice Insurance with the Limits of Liability 1 million to 3 million to sswfield@uta.edu.

   You may access some providers at the following link:  
   [http://www.uta.edu/ssw/field/liability-insurance.php](http://www.uta.edu/ssw/field/liability-insurance.php)

23. If you have any questions, comments or concerns please email sswfield@uta.edu or call 817-272-3553.