Field Education for Online and Distance Education Students

Steps for Securing a Field Placement

2016
Welcome to SSW Field Education

The Department of Field Education is charged with turning students into social workers. To do this, we don’t use magic. We use reality.

Each semester, 400 or more students work alongside veteran social workers in organizations and agencies to learn how theory translates into practice and how practice impacts the lives of real people with real strengths and real problems. Field education is the most exciting, most challenging learning experience students can have.

Our students enjoy the support of their on-site Field Instructors as well as the support of the SSW faculty and the Department of Field Education. Together, we strive to create an environment for positive change and growth.

We look forward to partnering with you in your education and evolution.

*Education is the most powerful weapon which you can use to change the world.*—Nelson Mandela
Students: Speak with Your Advisor

- You must complete your field applications in the semester prior to the semester you expect to be in field.

- Before entering field education, you must be sure that you have completed all of the prerequisite courses.

- You must also maintain a 3.0 GPA.

- You must enroll for the appropriate course to receive credit for your field education.*

*These courses include SOCW 5651, SOCW 5252, SOCW 5851, SOCW 6451, SOCW 6452, SOCW 6851.
E-intern.com

- After your advisor agrees that you are ready to enroll in field, you must apply through the website e-intern.com

- This website will prompt you to create an account and complete an application.

- You will receive emails from e-intern informing you whether your application has been accepted.

- All correspondence regarding the process of matching and placing you with an agency will come through e-intern or the field office to your “mavs” email account.
Professional Liability Insurance

- You must have professional liability insurance before you can be matched with an agency.

- You can purchase 1-3 million dollars worth of coverage through many insurance providers. See our website for some suggestions. [www.uta.edu/ssw/field](http://www.uta.edu/ssw/field)

- Email your “certificate of insurance” to the field office ([sswfield@uta.edu](mailto:sswfield@uta.edu)). You will not receive notice of your placement until we receive this certificate.
Your Role in Finding a Placement

• If you live outside of Tarrant, Dallas, Collin, or Denton county, you will need to look for a human/social service agency in your area that will be willing and able to provide you with an internship.

• We ask you to do this for several reasons:
  – You know the agencies in your area better than we do.
  – You know the comfortable distance you are willing to travel for your internship.
  – You may know professionals in your area who can assist in your search.
Tips for Finding an Agency

• Check with local human service organizations. They will have a list of agency referrals for their clients. For example, you may want to contact:

  – United Way
  – Child Protective Services or DFPS
  – Homeless shelters
  – Food banks
  – County medical clinics
  – Police department
  – Women’s Shelters
  – Other social workers
  – Local NASW chapter
When calling an agency...

Example: “Hello, my name is Your Name, and I am calling your agency to inquire about your MSW student intern program. I live in Your City, but I am attending the online MSW program through UT Arlington. Going to school online is the only way that I can pursue my studies while managing my professional and personal responsibilities. I realize that you probably give first choice to the students attending Your City Uni, but I’ve heard wonderful things about your agency and would welcome the opportunity to talk to you about the possibility of my doing a field placement with you.”
Specifications for Agencies

• You cannot be an owner, in partnership, or on the board of the agency where you complete your internship. In short, you should not have any connection to the agency that would create a dual relationship.

• The agency must be able to provide a learning experience commensurate with the needs of master’s students.

• The agency must employ a master-level social worker who agrees to serve as your field instructor during your internship.
Interning at Your Place of Employment

• In specific circumstances you may be able to fulfill your internship at your place of employment if you are currently employed by a human/social service agency that meets all of the requirements for an affiliate agency.

• To do so, the agency must be able to place you in a program totally separate from your workplace and under the supervision of someone other than your work supervisor.

• This arrangement must be approved through the field office.
Specifications for Field Instructors

• The social worker must have an MSW/MSSW from a CSWE-accredited program.

• The social worker must have two years of post-master’s degree experience.

• The social worker must agree to complete all supervisory tasks and submit all forms as required.
Connect UTA with the Agency

• When you have located an agency able and willing to provide you with an internship, please email us the following information:

  – Name of agency
  – Physical address and P.O. Box (if applicable)
  – Name of contact person
  – Phone number of contact person
  – Email address of contact person

• At this point, you have completed your role in finding an agency. The next slides address the role of the agency and the field office.
Affiliation between UTA and Agency

• Someone in the Office of Field Education will follow up with the agency regarding the affiliation.

• If the agency is eligible and willing, we will notify the contact person of the initial steps for affiliation.
Next Steps for Your Agency

• Contact person must apply for affiliation through e-intern.com

• Once accepted, we will send the agency an “affiliation agreement.”

• The agency will review, sign, and return the agreement to the UTA SSW field office.

• At this point, the agency is officially approved to accept UTA SSW students for internships.
More Steps for the Agency

• The agency must name a master’s-level social worker(s) as its field instructor(s) on the agency application in e-intern.com

• The agency must ensure that the designated field instructor submits an application through e-intern to become an official field instructor.

• The agency must ensure that the field instructor completes the online Field Instructor Academy before the student begins the internship.

www.uta.edu/ssw/field
Final Steps

- The student will be assigned to the approved agency by the UTA SSW field office.
- E-intern will generate emails to both the student and the agency that the student has been placed.
- The agency’s main contact must “accept” the student through e-intern.
- The student must “accept” the placement through e-intern.
The Office of Field Education will assign a “field liaison” to oversee the internship and to mediate any concerns or answer any questions.

The liaison is the first point of contact for both student and agency.

The field liaison serves as the “instructor of record.” That is, the liaison assigns the student’s final grade after conferring with the field instructor and reviewing the evaluation of the student’s performance.
Student-Field Office Relationship

- Although we do not have the opportunity, usually, to speak with you in person, we regard you as we do all other students, so please know that you can call or email us at any time.

- Please find the appropriate contacts on the field website: [http://www.uta.edu/ssw/field/field.php](http://www.uta.edu/ssw/field/field.php).

- We will support your learning process throughout your internship.
Welcome! We look forward to working with you.